

# Confidentiality Policy



All information concerning donors, former donors, our staff, volunteers, and financial data, and business records of Mentors International is confidential. “Confidential” means that you are free to talk about Mentors International and about your program and your position, but you are not permitted to disclose donors’ names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. The board of directors, staff and our donors rely on paid and volunteer staff to conform to this rule of confidentiality.

Mentors International expects you to respect the privacy of donors and to maintain their personal and financial information as confidential. All records dealing with specific donors must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to donors.

Failure to maintain confidentiality may result in termination of your employment or volunteering, or other corrective action. This policy is intended to protect you as well as Mentors International because in extreme cases, violations of this policy also may result in personal liability.

## Rationale

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Some information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual donors through an assignment is confidential in terms of the law, and disclosure could make you legally liable.

## Certification

I have read Mentors International’s policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Mentors International.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_