



## STAFF, INTERN AND VOLUNTEER CONFIDENTIALITY STATEMENT

Ballston Area Recreation Commission, Inc. is committed to ensuring that all personal and private information, verbal or written, pertaining to Board Members, Staff, Volunteers, Service Consumers, and Center finances, shall remain confidential, as required or permitted by law. In order to promote a respectful workplace and honor the rights of all who are associated with the Ballston Area Recreation Commission, Inc., the following confidentiality policies and procedures shall govern the operation of the Board of Directors and the Agency. Upon acceptance of any position within Ballston Area Recreation Commission, Inc., each employee, intern, and volunteer shall read and sign this statement of confidentiality and understand that failure to follow proper policies and procedures concerning confidential information may result in disciplinary action.

Information of a personal nature to which staff, interns, and volunteers are party or information which has been designated private will be disclosed to other parties only when it is legally required or essential to the operation of the Agency, and then on a strict need-to-know basis.

Conduct of staff, interns and volunteers while representing Ballston Area Recreation Commission, Inc. shall be guided by integrity, discretion and dignity, and such conduct shall be expected and actively encouraged between and among employees.

All information disclosed by service consumers or obtained from other sources, including information overheard while in Ballston Area Recreation Commission, Inc. offices or programs, is to be held in strict confidentiality and disclosed only with the specific written consent ("Release of Information") of the consumer. This policy includes divulging the identity and nature of services received by the consumer. Any questions regarding the necessity of divulging or sharing consumer information should be directed to the Ballston Area Recreation Commission, Inc. Executive Director.

Personal information about agency Board, staff, interns, volunteers, or Agency financial statements and situations (i.e. fundraising details, donors/donations, loans, accounts payable etc.), including information in databases and hard copy files shall be considered private and confidential and shall not be readily accessible to unauthorized persons. All consumer and personnel files shall be stored in locked files and secured computer files. Any discussion of a Board, staff, intern, consumer or volunteer's personal information will be conducted only when necessary with appropriate parties, on a strict need-to-know basis and in utmost privacy.

I have read and agree to adhere to the above Confidentiality Statement both while serving at and upon leaving the Ballston Area Recreation Commission, Inc.

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Employee, Intern, or Volunteer Signature

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Date

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Printed Name

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Program