



Pledge of Confidentiality

Respecting the privacy of our clients, donors, employees, volunteers, and of Waunakee Neighborhood Connection is a basic value of the organization. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the current executive director and/or board of directors. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of Waunakee Neighborhood Connection may be exposed to information which is confidential and /or privileged and proprietary in nature. It is the policy of Waunakee Neighborhood Connection that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline including removal/dismissal or other corrective action. This policy is intended to protect you as well as Waunakee Neighborhood Connection, as violations of this policy also may result in personal liability.

Certification

I have read Waunakee Neighborhood Connection's confidentiality policy presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation of the policy, unintentional or otherwise, has occurred.

Signature: _____ **Title:** _____

Date: _____ **Printed Name:** _____