



Confidentiality Policy

Purpose:

To ensure the confidentiality of personal information of individuals who engage with MY MS FAMILY

Policy Statement:

MY MS FAMILY collects personal information from volunteers, members, vendors and community members for a variety of purposes, and will only be collected for each stated purpose. Volunteers may interact with and become aware of personal information of others in relation to their work with MY MS FAMILY. This information is to remain confidential and must not be divulged externally unless it is deemed necessary for the volunteer's position. Certain information may need to be shared with Board members when appropriate for and included in the role description.

Definitions:

"Confidential" means intended to be kept secret or kept in confidence to a specific individual.

"Personal Information" means any information relating to someone's person including, but not limited to: name, legal name, birthdate, home address, office address, phone number, e-mail address, emergency contact name & contact, medical records, health conditions, education and work experience.

"Due Diligence" means using common sense and appropriate reasoning to determine whether and how information is used and decisions are made.

Responsibilities:

Volunteer Responsibilities It is the responsibility of volunteers to maintain the confidentiality of information seen, observed or worked with, especially that of MY MS FAMILY members. Volunteers must be aware of accidental ways in which it is possible to breach confidentiality, such as talking about volunteer work outside of their role.

Board members Responsibilities It is the responsibility of all volunteer Board members to ensure volunteers sign the confidentiality pledge (listed in Procedures) and that these signed pledges are kept on file for seven (7) years from the start of volunteer engagement. Board members will include which information volunteers are allowed to share with them in the position description for that particular role. All board members contact information is available on the MY MS FAMILY website

Procedures:

Volunteer Confidentiality Pledge In my capacity as a volunteer at MY MS FAMILY I may learn personal facts about board members, volunteers, members and agencies. I may become aware of confidential information related to the operation of the organization. I understand that I must exercise due diligence and caution in any discussion related to MY MS FAMILY and its business.

I understand that confidential information may be disclosed to me in the course of my duties and will not be divulged unless I believe that it is necessary and would only do so to my immediate Board member.

I also understand that confidentiality is not limited to my current affiliation with MY MS FAMILY and that it continues in perpetuity.

Request for Confidential Information:

Only the individual stated in the confidential information can access their own information. This is pursuant to the Privacy Policy and relevant legislation, including the Personal Information Protection and Electronic Documents Act and the Freedom of Information and Protection of Privacy Act.

Procedure for Breach of Confidentiality

In the event that volunteer breaches confidentiality, the Executive Director BOARD MEMBER will be informed and can follow the steps deemed appropriate based on the risk associated and the level of confidentiality breach. Depending on the nature of the breach and the volunteer’s role, termination may be a potential outcome.

BOARD MEMBER SIGNATURE: _____ DATE: _____