

Confidentiality Policy

All information concerning member charities, former member charities, our staff, Board Members, volunteers, financial data, policy disciplinary actions, and business records of **Community Spirit Gaming Association (CSGA)** is confidential.

It is the policy of **CSGA** that board members, Coordinators, and Volunteers of **CSGA** will not disclose confidential information belonging to, or obtained through their affiliation with **CSGA** to any person, including other member charities, their relatives, friends, and business/professional associates, unless **CSGA** has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, volunteers and employees are cautioned to demonstrate professionalism, good judgement, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.

Upon separation of employment and at the end of a board member's term, he or she shall return, all documents, papers, and other materials, that may contain confidential information.

Failure to adhere to this policy will result in discipline, up to and including separation of employment or membership with **CSGA**.

Rationale

Confidentiality is the preservation of privileged information. By necessity, personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the members; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about member charities and revenues earned is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the members and make it difficult to perform your roles.

Certification

I have read **CSGA's** policy on confidentiality presented above. I agree to abide by the requirements of the policy and inform the Charity/Volunteer Manager or a member of the board if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy could lead to disciplinary action, up to and including termination of my membership with **CSGA**.

Signature _____

Signature _____

Name _____

Name _____

Date _____

Date _____