CONFIDENTIALITY & INFORMATION HANDLING POLICY

Board Policy

Purpose

To protect confidential Board, organizational and beneficiary information.

Policy

- Board materials, deliberations, applicant/recipient information, donor information, personnel matters, legal advice and non-public financial information must be treated as confidential unless authorized for disclosure.
- Directors must use secure, approved systems where available and must not forward confidential documents to unauthorized persons.
- Sensitive discussions should not occur in public or insecure settings.
- Loss, unauthorized disclosure or suspected compromise of information must be reported promptly.
- Confidentiality obligations continue after Board service ends.

Minimum Necessary Access

Directors should receive only the personal or sensitive information reasonably necessary to perform their governance responsibilities.