PRIVACY & SENSITIVE INFORMATION POLICY

Board Policy

Purpose

To protect personal and sensitive information collected or used by HFJO.

Principles

- Collect only information reasonably required for a legitimate HFJO purpose.
- Limit access to people who need the information for authorized responsibilities.
- Use reasonable safeguards for storage, sharing and disposal.
- Avoid unnecessary disclosure of trauma, justice-system, financial or identity information.
- Use de-identified or aggregate information for Board reporting where individual details are not necessary.
- Report suspected privacy incidents promptly and respond in accordance with applicable requirements.

Scholarship Information

Scholarship and grant files should be handled with heightened care because they may contain financial, personal and lived-experience information.