



## **CONFIDENTIALITY & NON-DISCLOSURE POLICY**

Tiny Cat Animal Rescue (“**TCAR**,” “**we**,” “**our**,” or “**us**”) respects your privacy and is committed to protecting your personal information. The purpose of this Confidentiality & Non-Disclosure Policy (this “**Policy**”) is to protect both TCAR and TCAR’s directors, officers, and other volunteers (collectively, “**Volunteers**”) by safeguarding and preventing the dissemination of sensitive or privileged information. Violations may result in both tangible and intangible damages to TCAR and personal liability for the disclosing Volunteer.

### **1. IMPORTANCE OF CONFIDENTIALITY**

Maintaining confidentiality is a fundamental component of ethical conduct and client care. In addition, members of TCAR’s Board of Directors have fiduciary duties of loyalty and care, which include refraining from disseminating information that could harm TCAR or its stakeholders. TCAR and the people TCAR previously, currently, or prospectively serves (“**Clients**”) rely on all Volunteers to uphold the duty of confidentiality.

Volunteers may be entrusted with personal or sensitive information about Clients, donors, or TCAR operations. Some information is essential to provide services; other information is disclosed in the development of trust. Disclosure of such information to third parties may expose a Volunteer to legal liability, damage TCAR’s relationships, make it difficult to help Clients, and undermine the organization’s ability to fulfill its mission.

Volunteers should also be aware that state and federal statutes may impose penalties for breaching confidentiality. Further, disclosure of information to unauthorized persons may result in TCAR’s refusal to support the Volunteer in the event of legal action.

### **2. CONFIDENTIAL INFORMATION**

In the course of volunteering for TCAR, Volunteers may be exposed to information that is confidential, privileged, or proprietary in nature, including, without limitation:

- + Personal or financial information of Clients, donors, or Volunteers
- + Business records and strategic and financial information and plans

- + Vendor contracts and terms
- + Risk management, dispute, litigation, or regulatory matters
- + Analyses, recommendations, or deliberations regarding corporate actions
- + Information provided to TCAR by third parties under nondisclosure agreements
- + Non-public deliberations among Board or committee members
- + Other items (whether verbal, electronic or in print) of interest that are brought before Board members or other Volunteers and expressed in confidential terms

Volunteers must exercise reasonable judgment and common sense in identifying and protecting confidential information. When uncertain, questions should be directed to the Executive Director.

### **3. PERSONAL /FINANCIAL INFORMATION**

TCAR expects Volunteers to respect the privacy of Clients, donors and other Volunteers and to maintain their personal and financial information as confidential. Information gained about individuals through serving as a Volunteer may be confidential by law, and disclosure could make a Volunteer legally liable. Accordingly, all information dealing with specific individuals must be treated as confidential. General information, policy statements, or statistical material that is not identified with any individual or family is not necessarily classified as confidential.

### **4. VOLUNTEER'S RESPONSIBILITIES TO MAINTAIN CONFIDENTIALITY**

It is the policy of TCAR that confidential information belonging to or obtained through affiliation with TCAR be kept confidential both during and after service as a Volunteer and not be disclosed to any third party, including relatives, friends, and business and professional associates, without permission or authorization from the Executive Director. ***This means that Volunteers are free to talk about TCAR, its program, and a Volunteer's role in general terms, but may not disclose non-public or personal information.***

Volunteers are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, take care to ensure that unauthorized individuals do not overhear any discussion of confidential information, refrain from leaving confidential documents in plain view, and implement appropriate IT security precautions on any devices that are used to access confidential information.

### **5. RETURN OF CONFIDENTIAL INFORMATION**

Volunteers shall return or destroy all electronic and written copies of confidential information in their possession when they cease their role as a Volunteer.

## **6. PERMITTED DISCLOSURES**

Confidential information may be shared externally on a need-to-know basis with persons or organizations that have entered into non-disclosure or similar agreements with TCAR, are bound by professional obligations to keep TCAR information confidential (e.g., auditors, attorneys) or are otherwise authorized by TCAR to receive such confidential information. When uncertain, questions should be directed to the Executive Director.

## **7. LEGALLY REQUIRED DISCLOSURES**

This Policy is not intended to prevent disclosure when required by law. Volunteers receiving any request for disclosure under law must promptly notify the Executive Director before making any disclosure.

## **8. FAILURE TO COMPLY**

Unauthorized disclosure of confidential or privileged information may subject the person(s) who made the unauthorized disclosure to disciplinary or legal action. The Executive Director is responsible for addressing infractions of confidentiality by individual Volunteers.

## **9. CERTIFICATION**

Continued service as a Volunteer for TCAR indicates:

- + You have read, understand, and accept TCAR's policy on confidentiality above, and you agree to abide by the requirements of the policy and inform the Executive Director immediately if you believe any violation of the policy has occurred.
- + You understand the importance of keeping sensitive matters confidential and agree to keep confidential, during and after your service as a Volunteer, all sensitive information pertaining to TCAR, other Volunteers, Clients, and donors that you learn as a Volunteer.
- + You understand that violation of this Policy may lead to disciplinary or legal action.

This Policy is adopted pursuant to, and supplements, Section 5.10 of the Corporation's Bylaws, which establishes additional confidentiality obligations for Directors.

## **10. POLICY UPDATES**

We may revise this Policy periodically and update it as necessary to reflect changes in applicable law, regulation, or organizational practice.

## **11. CONTACT US**

***If you have questions, requests, or concerns regarding this Policy, contact us:***

***Email:*** [cats@tinycatanimalrescue.org](mailto:cats@tinycatanimalrescue.org)

***Website:*** [www.tinycatanimalrescue.org](http://www.tinycatanimalrescue.org)