

# Waunakee Neighborhood Connection Pledge of Confidentiality

---

Respecting the privacy of our clients, donors, members, staff, volunteers and of the Waunakee Neighborhood Connection (“WNC”) itself is a basic value of WNC. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the current Executive Director and/or Operations Coordinator. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of WNC may be exposed to information which is confidential and /or privileged and proprietary in nature. It is the policy of WNC that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline including removal/dismissal or other corrective action. This policy is intended to protect you as well as WNC because, in extreme cases, violations of this policy also may result in personal liability.

## **Certification**

I have read WNC’s confidentiality policy presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation of the policy, unintentional or otherwise, has occurred.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_