

It is the policy of St. Clare's Home that Directors, employees, and certain volunteers of St. Clare's Home may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with St. Clare's Home to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom St. Clare's Home has an authorized disclosure. Directors, employees, and certain volunteers shall use confidential information solely for the purpose of performing services as a Director or employee or volunteer for St. Clare's Home. This policy is not intended to prevent disclosure where disclosure is required by law.

Directors and employees and certain volunteers must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, Directors and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

Records marked confidential are kept in locked filing cabinets under the supervision of authorized personnel only and access is limited to relevant, authorized persons pursuant to law. At the end of a Director's term in office or upon the termination of an employee's employment, he or she shall return, at the request of St. Clare's Home, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

It is St. Clare's Home policy that an Agreement of Confidentiality be signed by all Board Directors, employees, and certain volunteers. Please read and sign this agreement and return it to the Executive Director.

As a condition of Board Directorship/employment/volunteering I understand that I will from time to time have access to personal information and internal incidents related to the clients of St. Clare's Home that are confidential. In addition, I will have access to ministry business that is confidential. Because I may have access to or control over various confidential documents, and have knowledge of confidential information, I hereby agree that I will not in any manner reveal or divulge confidential information to any person outside St. Clare's Home, during or after my term of Directorship/employment/volunteering.

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Signature of Board Director/Employee/Volunteer

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Date