

Policy Name	Confidentiality			Policy Number	2
Effective Date	07/06/2021	Date of Last Revision	07/06/2021	Version Number	1.0
Responsible Party	VMC President	Contact Information	321-453-1776		
Applies To	Veterans Memorial Center Board of Directors, Employees, and Volunteers				
Version History					
Version	Approved By	Revised Date	Description of Changes	Author	
1.0	2020-2021 Executive Committee	07/06/2021	Created	Governance Committee	

POLICY STATEMENT

All employees, volunteers, Board of Directors members may have access to proprietary information while performing their duties at the Veterans Memorial Center Museum and Park. It is the obligation of the VMC Executive Committee to ensure that this information is not compromised in any way.

REASON FOR POLICY

To safeguard the confidentiality and privacy of all who receive services at, are employed by, or volunteer at The Veterans Memorial Center, Inc.

WHO DOES THIS POLICY APPLY TO?

Employees, volunteers, clients, Board of Directors members.

POLICY

1. All personal information related to clients, volunteers, employees, Board Members and all members at large will be stored in a lockable cabinet in the Administrative Offices of the VMC.
2. Demographic and personal information regarding volunteers, employees, clients or members will not be shared with any outside entity without the express written permission of the person in question.
3. All conversations regarding personal/proprietary information will be conducted in a manner to safeguard this information and will not be discussed in an open area, ie: hallway or bathroom.
4. Volunteers, members, and staff will be respectful of others' confidential information.