

Confidentiality Policy

In the course of your service as a volunteer at Sonnenberg Gardens and Mansion State Historic Park it is likely that at times you may be privy to sensitive or confidential information.

It is expected that you will honor that confidentiality; your failure to do so may result in disciplinary action. If there is any question as to the confidentiality of a subject, it will be to your advantage not to communicate it to anyone except the Director or your immediate supervisor.

It is also your responsibility to protect the confidentiality of materials in your possession. Please do not leave correspondence within easy reach of your computer screens, in the printer, or on the desks.

When forwarding confidential material, please enclose it in an envelope marked confidential and seal the envelope. When discarding material, please do not place in a recycle basket. Tear it up or use the shredder in the Business Office.

Notes concerning board meetings, finance committee and executive committee meetings or any legal matter need to carry the highest form of confidentiality and should not be discussed openly among the staff or volunteers.

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Signature

\_\_\_\_\_

Date

Verification Record

**Please Print:** I, \_\_\_\_\_,

Certify by my signature below that I have been provided a copy of the Volunteer Manual and have read its procedures and policy requirements which direct and govern my service at Sonnenberg Gardens & Mansion State Historic Park. I certify by my signature below that I agree to abide by the policies and procedures set forth in the Volunteer Manual, understanding that failure to comply may result in disciplinary action, including, but not limited to, termination of my service at Sonnenberg. I understand this document will be kept in my volunteer file on record at the Business Office.

I further certify by my signature below that I have read the Sonnenberg Internet Usage Policy and agree to abide by its guidelines and requirements

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Signature

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Date