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## **Confidentiality Policy for Volunteers, Employees, and Board Members**

**Affirmed February 26, 2019**

### **General**

Respecting the privacy of our clients, donors, staff, volunteers is a high priority of Interfaith Food Ministry of Nevada County ("IFM"). Personal information is confidential and should not be disclosed to anyone outside the organization, except in case of emergency by permission or authorization from the Executive Director or President of the Board of Directors.

### **Client Information**

IFM respects the privacy of clients and keeps their personal information confidential. Clients have a right to expect that IFM (including its volunteers, employees, and board members) will use clients' personal information only for the purpose of providing IFM's services, and to expect that IFM will not share clients' personal information with third parties, except on a limited basis related to food distribution, such as when IFM partners with the Food Bank of Nevada County.

This policy is not intended to prevent disclosure where disclosure is authorized by the client or other individual, or required by law or court order. This policy is also not intended to prevent disclosure of statistical or compiled client data that does not identify specific clients.