



Confidentiality and Background Authorization Policy and Agreement

This policy applies to all Habitat for Humanity of Douglas County (Habitat) and ReStore Board of Directors, staff members, and volunteers with access to sensitive or confidential information. Because HFHDC considers certain information to be sensitive, confidential and/or proprietary, all persons in the groups identified above are hereby provided with instructions on the confidentiality of information and records, and each person must sign this Confidentiality Agreement.

All persons shall use good judgment in communicating sensitive information to persons not authorized or beyond the scope of this agreement, and should check with higher or appropriate authority should any uncertainty arise.

A partial list of restricted information can include but is not limited to the following:

- Business information such as financial data or plans and strategies
- Personal information of our applicants and homeowners
- Personal information of our staff or volunteers
- Internal organizational issues or problems
- Fundraising and donor proposals, data, and personal information
- Computer access codes and passwords
- Online account login information
- Personnel actions, such as promotions, demotions, performance appraisals, etc.
- Legal advice, opinions, and documents
- Any other information designated as Confidential

When discussing or transmitting confidential information, the following guidelines should be followed:

- Do not reveal any confidential information unless you are authorized to do so
- Be sure that confidential information is properly concealed or protected before transmittal
- Ensure that the recipient has a legitimate need to know the confidential information
- Avoid displaying confidential information where it can be easily observed
- Immediately inform a responsible person of the loss of any confidential information
- Do not reproduce or distribute confidential information without authorization from an appropriate authority
- Secure confidential documents in locked storage
- Properly dispose of all confidential information

Habitat for Humanity of Douglas County screens all potential staff (whether paid or unpaid), board and committee members and key volunteers through the National Sex Offender Public Registry and Minnesota Public Criminal History. By signing this form, you are submitting to such inquiry.

I have read, fully understand, and agree to adhere to this policy. Date: _____

Signature: _____

Print Full Name: _____

Date of Birth (for background study): _____

Affiliate Role: Staff _____ Board/Committee Member _____ Volunteer _____