

Have A Gay Day Confidentiality Policy

- As a Volunteer of Have A Gay Day, I understand that in the course of my work, I may learn certain facts about individuals or the organization that are of a highly personal and confidential nature. Examples of such information include: medical condition and treatment, organization or client finances, living arrangements, employment, sexual orientation, gender identity and relations with family members, etc.
- I understand that all such information must be treated as completely confidential. I agree not to disclose any information of a personal nature to any person not also affiliated with Have A Gay Day or authorized by Have A Gay Day to have such information, without specific consent of the individual to whom such information pertains.
- I understand that the above information applies not only to clients, but to volunteers and staff as well. Examples of such information include: volunteer names and addresses, staff names and addresses, staff vacation records, staff salaries, and other personal information. I understand and agree that all such information is strictly confidential and is not to be revealed to any unauthorized source.
- I also understand that in the course of my volunteer service, I may learn certain facts about Have A Gay Day that are considered proprietary information. Examples of proprietary information include: proposed scopes of work, strategic plans, mailing lists, fundraising plans, records and documents, etc. I understand that all items must be treated as completely confidential and are not to be revealed to any unauthorized source nor are they to be gathered and kept for personal use at another time. In addition, I agree to not take and sell such information.

By signing below, I acknowledge that I have read the above statements and agree not to disclose confidential information as described therein. I understand that this agreement is effective irrespective of any subsequent termination of my Volunteer services with Have A Gay Day. I understand that failure to comply may result in immediate termination of my Volunteer services.

SIGNATURE _____ DATE _____

REVIEWED BY: _____

Updated 2021
Have A Gay Day
1902 Needmore Road Dayton Ohio 45414
937-952-5715