
CONFIDENTIALITY

The purpose of this policy is to protect the confidentiality of sensitive information related to the operations, donors, volunteers, adopters, and horses managed by New Start Standardbreds. This policy ensures that all parties involved understand their responsibilities in maintaining privacy and trust. This policy applies to all Board members, volunteers, staff, and any other individuals who have access to confidential information through their work or association with the organization.

1. DEFINITION OF CONFIDENTIAL INFORMATION

Confidential information includes, but is not limited to:

- Personal information of donors, adopters, volunteers, and Board members (e.g., names, addresses, contact information).
- Financial records and donor contributions.
- Horse medical records, intake details, and adoption agreements.
- Internal communications.
- Any other information designated as confidential by the organization.

2. RESPONSIBILITIES

Access and Use:

- Confidential information should only be accessed and used for legitimate organizational purposes.
- Sharing of information with unauthorized individuals, both within and outside the organization, is strictly prohibited.

Storage:

- Physical documents containing confidential information must be stored securely
- Digital files must be protected with appropriate security measures, including passwords and restricted access.


Disclosure:

- Disclosure of confidential information requires explicit permission from the President or designated authority.
- Any breach of confidentiality must be reported immediately to the Board of Directors.

3. NON-DISCLOSURE

Board members, volunteers, and other affiliated individuals must agree not to disclose confidential information during and after their involvement with the organization. A signed confidentiality agreement may be required as a condition of participation.

Signed Off: _____


Kimberly Hale, President

4. BREACH OF CONFIDENTIALITY

Failure to comply with this policy may result in:

- Disciplinary action, including termination of volunteer or Board membership.
- Legal action, depending on the severity of the breach and applicable laws.

5. ACKNOWLEDGMENT

All individuals with access to confidential information are required to read, understand, and acknowledge this policy.