



Volunteer Confidentiality Policy

Intent

As a volunteer of the Quinte Humane Society you will be privy to confidential information about our clients, staff and operations. This policy is to ensure that we maintain the privacy of those involved with the organization.

Guidelines

- Quinte Humane Society volunteers are not to disclose or discuss our clientele with anyone other than the management and staff of Quinte Humane Society.
- Quinte Humane Society volunteers are not to discuss or disclose any and all business information pertaining to Quinte Humane Society operations and clientele without strict permission from the Executive Director.
- All client and business information of Quinte Humane Society is not to leave the premises for any reason.
- Quinte Humane Society volunteers are strictly prohibited from using any device as an unauthorized media storage for the purpose of transporting Quinte Humane Society business information, staff or clientele information.
- Quinte Humane Society volunteers are strictly prohibited from disclosing or discussing any and all operations of the Quinte Humane Society, clientele & staff's personal information with the public, verbally or via social media (i.e. twitter, facebook, email, text etc...) without explicit permission from the Executive Director.

Volunteers who choose to violate this policy will face disciplinary or corrective action that may include suspension, termination of voluntary position or legal action.

Acknowledgement & Agreement

I have read and understand the Volunteer Confidentiality Policy of the Quinte Humane Society. I agree to adhere to this policy and will endeavor to ensure that volunteers working under my direction adhere to this Policy as well. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of voluntary position or legal action.