

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON
CONFIDENTIALITY POLICY**

Policy Statement

It is the policy of the American Legion Auxiliary to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the governance and management of the organization in order to foster a culture for good decision making and to protect the organization from harm.

Policy

In the course of their duties, department volunteers and department staff will have access to information that, if disclosed, could harm the organization, its business relationships, or an individual.

Officers, board members, committee members, volunteers, and staff with the American Legion Auxiliary shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters. Officers, board members, committee members, volunteers, and staff shall not disclose information about donors and donations without express permission, nor disclose information concerning personnel, sensitive business matters, and legal matters that may directly or inadvertently become known to the officers, board members, committee members, volunteers, and staff.

Department volunteers and department staff shall exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Department officers, board members, committee members, and staff shall be required to sign the confidentiality compliance statement. This policy is not intended to prevent disclosure when disclosure is required by law or a court of law.

CONFIDENTIALITY PROCEDURES

1. Maintaining Confidentiality

Department volunteers and department staff may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the American Legion Auxiliary to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the American Legion Auxiliary Department Headquarters has authorized disclosure. Department volunteers and department staff shall use confidential information solely for the purpose of performing services as a department volunteer or department staff of the American Legion Auxiliary.

2. Conversational Restraint

Department volunteers and department staff shall refrain from the use of speakerphones to discuss confidential information when the conversation might be heard by unauthorized persons. Conversations in public places, such as restaurants, elevators, and airplanes, shall be limited to matters that do not pertain to information of a sensitive or confidential nature.

3. Safeguarding Documents

Department volunteers and department staff shall be sensitive to the risk of inadvertent disclosure and refrain from leaving confidential information on desks or otherwise in plain view.

4. Return of Confidential Materials

At the end of a department volunteer's term in office or upon the termination of department staff employment, he or she shall return, at the request of the American Legion Auxiliary Department Headquarters, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.