

FA.6 Confidentiality

PURPOSE

This policy ensures the protection and privacy of information concerning members, customers, students and employees of The Works and that this information is held confidential.

SCOPE

This policy applies to all members, customers, students who participate in programs at The Works, and employees of The Works.

POLICY STATEMENT

- I. All employees, volunteers, Board Members and individuals who do business on behalf of The Works are required to sign a confidentiality agreement.

AUTHORITY

Division Managers are responsible to the Director/General Manager for communicating the importance and requirements of this policy to employees.

RESPONSIBILITY

All employees and individuals conducting business on behalf of The Works are responsible for adhering to the confidentiality guidelines and for protecting co-worker and customer information by reporting any breach to the Director/General Manager.