**CASA for York County, NE**

**Non-Case Information Confidentiality Policy for Employees, Volunteers and Board Members**

* Respect the privacy of our donors, members, staff and volunteers of CASA for York County, NE
* Guard personal information of donors, members, staff and volunteers.
* Safeguard all financial information pertaining to CASA for York County.
* Ensure the return of sensitive non-case related information at the end of employment of expiration of service.
* Ensure non-case related information will remain confidential following the end of employment or time of service.

Respecting the privacy of our clients, donors, members, staff, volunteers and of the CASA for York County, NE itself is a basic value of CASA for York County, NE. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Employees, volunteers and board members of CASA for York County, NE may be exposed to non-case information which is confidential and/or privileged and proprietary in nature. It is the policy of CASA for York County, NE that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return non-case materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged non-case information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal. ***Non-case confidentiality will be covered by the signature on each individual confidentiality policy.***

Adopted: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_

President, CASA for York County Board of Directors

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_

Executive Director, CASA for York County

Reviewed:

10/2021,