



## **Confidentiality Policy and Acknowledgment**

*Approved by the Vista Grande Public Library Board of Directors – 15 Nov 2016  
Revised and approved 17 Dec 2019, 19-Sep-22*

---

### **Confidentiality Policy for Employees, Volunteers and Board Members**

Respecting the privacy of VGPL patrons, donors, staff, volunteers, and board members is a basic value of our Library. Personal and financial information is confidential and should not be disclosed or discussed with anyone without the permission or authorization from the President of the Board. Care is to be taken to ensure that unauthorized individuals do not overhear any discussion of a confidential nature and that documents containing confidential information are not left in the open or inadvertently shared.

VGPL employees, volunteers and board members may be exposed to information that is confidential and/or privileged and proprietary in nature. It is VGPL's policy that such information be kept confidential both during and after employment, volunteer/board service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

All staff, board members, and volunteers who may be potentially exposed to confidential and/or privileged information are required to sign this "Acknowledgement of Confidentiality Policy." Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and cause for the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

### **Acknowledgement of Confidentiality Policy**

I agree to treat as confidential all information about patrons, donors, staff, volunteers and board members and their families that I learn during my employment/service. I also understand that care is to be taken to ensure that unauthorized individuals do not overhear any discussion of a confidential nature. Finally, I understand that it would be a violation of policy to disclose such information to anyone without checking first with my supervisor or the President of the Board.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_