

# Connect 4 Life Confidentiality Policy

---

## Introduction

Connect 4 Life acknowledges the importance of safeguarding sensitive information to maintain trust and uphold our commitment to donors, beneficiaries, and stakeholders. All staff and volunteers are expected to treat confidential information, including but not limited to financial data, donor records, and internal strategies, with the utmost discretion.

---

## 1. Scope

This policy applies to all individuals associated with Connect 4 Life, encompassing employees, volunteers, board members, and contractors.

## 2. Confidential Information

Confidential information includes, but is not limited to, donor details, financial records, strategic plans, and any proprietary information related to the charity's operations.

## 3. Access and Disclosure

Individuals with access to confidential information must use it solely for the purpose of fulfilling their duties for the charity. Disclosure of such information to unauthorized parties is strictly prohibited without explicit consent.

## 4. Security Measures

Connect 4 Life will implement appropriate security measures to protect confidential information from unauthorized access, including password protection, encryption, and restricted physical access.

## 5. Training and Awareness

All staff and volunteers will receive training on the importance of confidentiality and the specific guidelines outlined in this policy. Regular reminders and updates will be provided to ensure ongoing awareness.

## 6. Retention and Disposal

Confidential information will be retained only as long as necessary for the purpose it was collected. Proper disposal methods, such as shredding or secure digital deletion, will be employed when information is no longer needed.

## **7. Reporting Violations**

Any suspected or actual breaches of confidentiality must be promptly reported to the Executive Director for investigation. Violations may result in disciplinary action, including termination or legal consequences.

## **8. Legal Compliance**

Connect 4 Life will comply with all relevant privacy laws and regulations in Canada, including but not limited to the Personal Information Protection and Electronic Documents Act (PIPEDA).

## **9. Review and Updates**

This policy will be periodically reviewed to ensure its effectiveness and relevance. Updates will be made as necessary to address changes in the charity's operations or applicable laws.

---

By adhering to this Confidentiality Policy, Connect 4 Life aims to foster a culture of trust, integrity, and respect for the privacy of those we serve and those who support our mission.