



## Confidentiality Policy

Confidentiality is a basic element of the operation of Guardian Angels for Soldier's Pet.

In order to protect the confidentiality of our clients, donors, volunteers and the organization, no information concerning others within our organization or Guardian Angels for Soldier's pet business is to be discussed with anyone except when necessary for the purpose of daily business.

The volunteer management staff of Guardian Angels for Soldier's Pet manages and has access to confidential information that must stay within our organization.

Confidential information includes, but is not limited to, our clients, our donors, supporters, volunteers (management staff and foster homes), marketing processes, as well as our financial information, which includes current and future business plans, our computer and software systems and processes, volunteer information, and associated documents.

Volunteers are not permitted to share this confidential information with anyone outside the organization, or to remove or make copies of any of Guardian Angels for Soldier's Pet's records, reports, or documents in any form, without prior approval from the organization's National office.

Disclosure of confidential information may lead to disciplinary action, which may include termination of service, as well as other possible legal action. Additionally, volunteers of Guardian Angels for Soldier's Pet are prohibited during and/or after their term of service from using Guardian Angels for Soldier's Pet's confidential information in any form for their own purposes or for those of other persons or entities.

Finally, all confidential information relative to Guardian Angels for Soldier's Pet, regardless of its form, must be returned to the organization's National office at the end of service (voluntary or involuntary) with the organization