

## Routt County Habitat for Humanity

<b>Policy Title</b>	Confidentiality Requirements
<b>Policy Category</b>	Administration
<b>Version</b>	1
<b>Application</b>	Staffing
<b>Originating Source</b>	Administration
<b>Date of Last Board Approval</b>	
<b>Next Review Date</b>	
<b>Original Effective Date</b>	August 1, 2009

### **PURPOSE**

To define the individuals that will be required to complete a Statement of Confidentiality as a condition of their involvement with Routt County Habitat for Humanity.

### **SCOPE OF INFLUENCE AND IMPACT**

This policy shall be administered for any person wishing to work with the Affiliate in either a paid or unpaid position as Board Members, Executive Staff, Committee Members or Employees with access to Partner Family, Homeowner and Applicant files.

The Employment and Volunteer Applications as it relates to this process shall be administered by the Executive Director.

The Board of Directors and Committee Members Application as it relates to this process shall be administered by the President and Vice President of the Board of Directors.

### **CONSEQUENCES FOR NON-COMPLIANCE**

Subject to board review.

### **BOARD INTERACTION**

Subject to board review.

### **POLICY AUTHORITY**

Board of Directors and the Executive Director shall jointly share ultimate authority in

- Oversight of this process
- Revisions of this process to comply with HFH International directives

## DEFINITIONS

**Key Volunteer** – Any volunteer who works 8 or more hours each month, or who would like to serve on the Family Selection Committee and/or may have unsupervised contact with At Risk Individuals during the course of their activity with the Affiliate.

**Applicant** – Anyone who has completed and submitted a Habitat for Humanity Application for Housing.

**Staff Applicant** – Anyone applying for either a paid or unpaid position as a Board Member, Employee or Key Volunteer.

**Partner Family** – A family who has been selected through the Family Selection process for homeownership but who has not completed closing documents for the property.

**Homeowner** – A person(s) that has closed on a Habitat home.

## POLICY STATEMENT

Routt County Habitat for Humanity is committed to preserving the confidentiality of information supplied to us by Applicants, Partner Families and Homeowners. In order to assure the confidentiality of this information any individual with access to confidential information will be required to complete a **Statement of Confidentiality, Attachment 1**, which defines appropriate behavior.

Specifically the following individuals will be expected to complete a Statement of Confidentiality. Any person wishing to work with the Affiliate in either a paid or unpaid position as:

- Board Members
- Executive Staff
- Committee Members
- Employees with access to Partner Family, Homeowner and Applicant files

Upon acceptance for employment or staff position through the Employment Application Process the Staff Applicant shall be notified that s/he will be unable to commence work with the Affiliate until the fully executed Statement of Confidentiality is received. The Statement of Confidentiality shall be included in their letter of acceptance for employment or staff position.

*End of Policy Statement*

**RELATED POLICIES**

Routt County HFH - Employment Application Process

**FORMS REFERENCE**

Attachment 1 - Statement of Confidentiality

DRAFT