# Confidentiality Policy for Volunteers and Board Members

Respecting the privacy of our clients, donors, members, and volunteers of TRIPP Foundation is a basic value of TRIPP Foundation. Personal and financial information in all forms (electronic, hard copy and web-based services) is confidential and should not be disclosed or discussed with anyone without permission or authorization from the TRIPP Foundation Board of Directors. 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.

Volunteers and board members of TRIPP Foundation may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of TRIPP Foundation that such information must be kept confidential both during and after board member service term or volunteer service. Board members and volunteers are expected to return materials containing privileged or confidential information at the time of expiration of service term or completion of volunteer service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to review of violation by the TRIPP Foundation board of directors, which may result in appropriate discipline, including removal/dismissal from service.