



## Volunteer Information Confidentiality Policy

Concern for the privacy and security of personal information is widespread. This policy has been developed to protect CardioStart volunteers from intrusion or loss of data/corruption of data to unauthorized persons.

1. ALL records containing volunteers' private information will be shredded prior to disposal.
2. Volunteer information may only be released to volunteers' designated emergency contact.
3. ALL generalized emails will be blind copied (bcc) to prevent dispersal of address information to unauthorized users.
4. Spreadsheets of volunteer data will ONLY be released to designate directors who require the information for official duties.
5. Volunteer data will not be sold/given to outside sales sources.
6. Database access will be limited to authorized CardioStart agents and password protected.
7. CardioStart will only use volunteer information and photos for public relations and marketing opportunities when volunteer has signed PHOTOGRAPHY waiver. Volunteers will be asked to complete the waiver prior to each mission activity.

Rev. 6/12