

**ST. JOSEPH'S FOUNDATION OF THUNDER BAY**  
63 CARRIE STREET, THUNDER BAY, ON P7A 4J2

**POLICY/PROCEDURE**

**#3**

**CONFIDENTIALITY**

DATE APPROVED: March 2020

NEXT REVIEW DATE: March 2022

APPROVAL: 

It is the policy of St. Joseph's Foundation of Thunder Bay that board members and employees will not disclose confidential information belonging to, or obtained through their affiliation with St. Joseph's Foundation to any person, including their relatives, friends, and business and professional associates, unless St. Joseph's Foundation has authorized the disclosure.

This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view. Upon separation of employment and at the end of a board member's term, he or she shall return, all documents, papers, and other materials, that may contain confidential information. Failure to adhere to this policy will result in discipline, up to and including separation from employment or service with St. Joseph's Foundation.

In addition, the donor list and database of St. Joseph's Foundation will not be sold or shared with any agency or other not-for-profit organization.

From time to time, donors will be informed of the policy, through newsletters, thank you letters and other communications.