

CONFIDENTIALITY POLICY

Kingdom Workers (KW) respects the privacy and takes the protection of confidential employee, donor, volunteer, and partner information very seriously. The successful operation and reputation of KW is built upon the principles of Christian behavior and ethical conduct of our staff, volunteers, and all those representing KW. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as due regard for appropriate standards of conduct and personal integrity.

Employees, volunteers, board directors, and consultants may be exposed to information which is confidential or proprietary in nature. It is the policy of KW that such information must be kept confidential both during and after employment or volunteer service.

Staff and volunteers, including board directors and consultants, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Confidential business information includes, but is not limited to, the following examples:

- Donor lists and information
- Volunteer lists and information
- Partner information
- Employee information
- Financial data
- Business records

All employees, volunteers, board directors, and consultants must maintain confidential information in strict confidence. Confidential information is not to be discussed or divulged to anyone unless the individual's official duties require access to the information or unless disclosure is required by law. Confidential information is to be used only in connection with the legitimate functions of an employee's job duties or volunteer/board director/consultant's role at KW.

No personal information regarding an employee, volunteer or board director of KW may be shared with a third party without that person's consent. Likewise, no confidential information regarding KW may be shared with a third party without consulting with the President/CEO. Care should 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.

Unauthorized disclosure of confidential information is a serious violation of this policy and will subject the individual who made the unauthorized disclosure to appropriate disciplinary action, up to and including termination of employment or termination of volunteer status.