



DEPARTMENT OF GEORGIA POLICY CONFIDENTIALITY

Reviewing Body: Department President

Reviewed Date: 01-14-2023

Adopted By: Department Executive Committee

Adopted Date: 03-23-2023

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the governance and management of the organization in order to foster a culture for ethical decision making and to protect the organization from harm.

Policy Definitions

Employee: In this context, Employee is defined as any individual who receives compensation, either full or part time, from the ALA. The term also includes any consultant or independent contractor who provides services to the ALA through a contractual arrangement with the ALA. Volunteers: In this context, Volunteers are defined as Department officers, Department board members, members of a committee with governing board delegated powers, Department chairs and Department appointees providing non-compensated services to the ALA.

Policy

In the course of their duties, employees and volunteers will have access to information that, if disclosed, could harm the organization, its business relationships, or an individual.

1. Employees and volunteers with the American Legion Auxiliary shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters.
2. Employees and volunteers shall not disclose information about donors and donations without express permission, nor disclose information concerning personnel, sensitive business matters, and legal matters that may directly or inadvertently become known to the Department officers, board members, committee members, volunteers, executives, and staff.
3. Employees and volunteers shall exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.

American Legion Auxiliary Confidentiality Procedures

Before an employee or volunteer can assume the responsibilities of their position, they shall be required to sign the ALA Confidentiality Agreement annually. This policy is not intended to prevent disclosure when disclosure is required by law or a court of law.

Date Revised (or established)	Description of Revision	Adopted By:
03-23-2023	Established	Department Executive Committee