

CPLC CONFIDENTIALITY POLICY

Employees during their tenure with the Catholic Pro-Life Committee (CPLC) may have access to and become familiar with CPLC's confidential information which may include but is not limited to

- Client Information: personal, financial or medical information related to clients of CPLC's Convert-to-Life, Project Gabriel / GEMS and Healing after Abortion Ministries, including Project Rachel, Rachel's Vineyard and Project Joseph retreatants and referrals ("client or clients");
- Minor Children Information: personal or medical information related to participants in CPLC-sponsored activities or programs who are minors at the time of participation;
- Donor Information: CPLC's fundraising plan and personal and financial information related to persons who donate to the CPLC;
- Staff and Volunteer Information: private information related to CPLC staff and volunteers;
- Financial Information: CPLC's accounting information and financial records;
- Other Confidential Information: other information which is regularly used in the operation of CPLC's organization but is not within the public domain.

The confidential information described above is a valuable, special and unique asset of CPLC ("Confidential Information"), the disclosure of which could cause substantial injury and loss of donations and good will to CPLC, its clients, donors and/or volunteers. Accordingly, no employee shall directly or indirectly in any way disclose any of the Confidential Information during or after his or her employment with CPLC, unless directed to do so by his or her supervisor in the performance of his or her duties as an employee of the CPLC.

Employees must respect the privacy of clients served by the CPLC and maintain their personal, financial and medical information as confidential and in the most secure manner feasible. Unless specifically directed otherwise by his or her supervisor, employees are not permitted to

- (1) disclose confidential client information to any persons who are not employed by or volunteering for the specific ministry serving the client, or
- (2) discuss confidential client information with anyone for any reason unrelated to the performance of employee's duties with the CPLC.

General information, program or ministry descriptions or statistical material that does not identify a specific individual or family is not classified as confidential. Ministry or Department Directors may determine that specific client information may be released based on explicit permission granted by said client.

All employees must abide by these requirements and inform his or her supervisor immediately if the employee believes any violation (unintentional or otherwise) of the policy has occurred. A violation of this agreement may lead to disciplinary action, up to and including termination of my employment with the CPLC.