

Stepping Out Ministries

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CONFIDENTIALITY POLICY

It is the policy of Stepping Out Ministries that trustees and employees of Stepping Out Ministries may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Stepping Out Ministries to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom Stepping Out Ministries has authorized disclosure. Trustees and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for Stepping Out Ministries. This policy is not intended to prevent disclosure where disclosure is required by law.

Trustees, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, trustees and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a trustee's term in office or upon the termination of an employee's, volunteer's or contractor's relationship with Stepping Out Ministries, employment, he or she shall return, at the request of Stepping Out Ministries, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.