

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 232</b>
<b>Confidentiality</b>	<b>Page 1 of 1</b>
	<b>Effective: March 23, 2009</b>
APPROVED BY: Board of Directors	<b>Revised: September 22, 2016</b>

## **Policy Statement**

Families or others who call or visit HACAP seeking information or assistance at times disclose information that should be kept confidential. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If there is a question of whether certain information is considered confidential, the employee should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

Violations of this policy will result in disciplinary action up to and including termination.

## **Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.