Protection and Sharing of Information

- Confidentiality extends not only for the duration of time one is volunteering for Dress for Success Saskatoon but continues indefinitely.
  - All new volunteers are required to sign a Confidentiality Agreement during orientation.
  - All information will be stored in a secure manner at all times.
  - Information will be kept according to Dress for Success Worldwide policy.

There are certain circumstances in which volunteers are expected to share information about an individual. There include but are not limited to:

- Suicide threats/Attempts by the individual to whom the information relates
- Safety of a child is in question (sexual abuse, physical abuse, neglect)
- Safety of the public (ie. specific threats have been made)/
- Volunteers are subpoenaed to court or requested to disclose personal or confidential information by a governmental or regulatory agency
- Individuals say they are going to commit a crime
- When debriefing with a Dress for Success appointee
- When disclosing information to the Dress for Success Saskatoon Board of Directors

and in such circumstances, the volunteer will provide notice to the Chair of the Board of Directors of Dress for Success Saskatoon and to the individual to whom the information relates, and will reasonably co-operate with any lawful attempts to prevent disclosure.
Protection and Sharing of Information Policy Acknowledgement Form

In accordance with the Dress for Success Saskatoon (the “Corporation”) Protection and Sharing of Information Policy,

I, _________________________________, hereby affirm that I:

(a) have received a copy of the Protection and Sharing of Information Policy (the “policy”),
(b) have read and understand the policy,
(c) agree to comply with the policy, and
(d) understand that the Corporation is a non-profit/charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

__________________________
Print Name

__________________________
Signature

__________________________
Date