

Rationale

Private information is disclosed by the LCAN’s clients by necessity so LCAN can provide its energy-efficiency services to them; other information may be shared as trusting relationships develop. Because disclosure would damage LCAN’s relationship with a client, most client information gained via LCAN programming is confidential. These same privacy concerns apply between LCAN officers, directors, staff, contractors and volunteers. This policy is not intended to prevent disclosure where required by law.

Policy

All information concerning LCAN’s clients and former clients is confidential. Officers, directors, staff, contractors and volunteers may discuss LCAN, its programming and their involvement with LCAN, but may not share details of their work with clients without permission from the Deputy or Executive Director. LCAN also requires staff and volunteers to respect the privacy of all LCAN officers, directors, staff and volunteers by maintaining personal and financial information as confidential.

Employees and contractors are cautioned to demonstrate professionalism, good judgment and care to avoid unauthorized disclosure of confidential information, such as by leaving it unattended where others may see it. Log-in credentials require protection per the LCAN Technology Policy. Failure to maintain confidentiality may result in termination of employment or contract.

Certification

I certify that I have read the above policy, and asked any clarifying questions to ensure I understand it confidently. I agree to abide by this policy and inform my supervisor immediately if I believe any violation of the policy—intentional or not—has occurred. I understand that violation of this policy may lead to disciplinary action, up to and possibly including termination of my service with LCAN.

Approved by the LCAN Board on _____ 2023

Signature _____ Name _____

Date _____