



UNWLA Policies and Procedures

Part 3: National Policies and Procedures

Section 7: Confidentiality Policy for Employees, Volunteers, and Board Members

Introduction

The Ukrainian National Women's League of America (UNWLA) recognizes the importance of safeguarding confidential information to maintain the trust of its staff, volunteers, donors, stakeholders, and the community. This Scope of Confidentiality Policy outlines how confidential information is handled within the organization.

Definition of Confidential Information

All information concerning donors, former donors, our employees, volunteers, financial data, and business records of the UNWLA is confidential. Although you can discuss the UNWLA, our programs, and your position, “confidential” means you are not permitted to disclose financial data, strategic plans, member records, donor information, employee records, internal communications, and any other information deemed confidential by the UNWLA and marked as such. No information may be released without appropriate authorization. As confidentiality is a basic component of member care and business ethics, board members, volunteers, and employees must demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information.

Access and Handling

Access to confidential information is restricted to authorized individuals on a need-to-know basis. Authorized individuals may include employees, volunteers, contractors, and board members who require access to perform their duties. Confidential information should be handled carefully and stored securely to prevent unauthorized access, theft, or loss.

Confidentiality Obligations

All individuals with access to confidential information are required to:

- Maintain the confidentiality of information entrusted to them by the UNWLA.
- Use confidential information only for legitimate business purposes.
- Refrain from disclosing confidential information to unauthorized parties during and after their association with UNWLA.
- Follow UNWLA's policies and procedures for handling confidential information.

Exceptions

Confidential information may be disclosed in the following circumstances:

- With the explicit consent of the information owner.
- When required by law, regulation, or court order.
- To authorized individuals within the UNWLA for legitimate business purposes.

Consequences of Breach

Violating this confidentiality policy may result in disciplinary action, including termination of employment, expulsion from the organization, legal action, or other remedies deemed appropriate by UNWLA.

Reporting Violations

Any suspected violations of this confidentiality policy should be reported promptly to the 1st Vice President, who serves as the UNWLA Compliance Officer, for investigation. Retaliation against individuals who report violations in good faith is strictly prohibited and will result in disciplinary action.

Training and Awareness

The UNWLA will provide training and resources to educate employees, volunteers, and other stakeholders on the importance of confidentiality, UNWLA's confidentiality policies and procedures, and best practices for handling confidential information.

Periodic Review

This Confidentiality Policy will be reviewed periodically and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

Approval:

This Confidentiality Policy was approved by the National Board of the Ukrainian National Women's League of America at its meeting on 6/15/2024.

Certification Statement

All employees and members of the National Board should sign the following Certification statement and ensure Branch members have read and understand the UNWLA Confidentiality policy:

I have read UNWLA's policy on confidentiality. I agree to abide by the policy requirements and inform the UNWLA Compliance Officer immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, including termination of my membership/employment with the UNWLA.