



Confidentiality Policy Statement

All information concerning clients, former clients, staff, volunteers, financial data, and business records of Black Girls Go Global (BGGG) is confidential. “Confidential” means that you are free to talk about Black Girls Go Global and its program and your position, but you are not permitted to disclose clients’ names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of client care and business ethics. The board of directors, staff and our clients rely on paid and volunteer staff to conform to this rule of confidentiality.

Black Girls Go Global (BGGG) expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients.

Failure to maintain confidentiality may result in termination of your employment, board affiliation or other corrective action. This policy is intended to protect you as well as Black Girls Go Global (BGGG) because in extreme cases, violations of this policy also may result in personal liability.

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to clients; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person.

Certification

I have read Black Girls Go Global (BGGG) policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform the Executive Director(s) or the Board Chair if any violation of this policy occurs.

Signature

Date