

# **Privacy Statement/Guidelines**

**Adopted by the Wider Horizons Board of Directors  
July 20, 2019**

## **Preamble**

Below is our new policy designed to protect members' privacy. As a member of *Wider Horizons*, it will be very helpful if you take responsibility for: 1) stating when you are sharing information that you do not want "re-shared"; and 2) asking another member who has shared something with you if they would like that information to be kept confidential.

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## **Policy**

In their many different interactions with each other, staff, volunteers, and members of Wider Horizons may become privy to medical, financial, or other personal information of members who wish that information to be confidential.

Wider Horizons' staff and non-member volunteers are required to maintain confidentiality by laws and policies similar to those that govern professionals in medicine, education, and other settings. Members, on the other hand, must rely mainly on judgment, tact, and considerateness.

Therefore, the Board suggests the following guidelines for all members, employees, and volunteers:

- Share information only when a person has given express permission to share it.
- Share information only on a need-to-know basis.
- When in doubt, opt for confidentiality.