

# **VOLUNTEER CONFIDENTIALITY POLICY AND GUIDELINES**

This policy applies to United Way of the Eastern Panhandle (UWEP) proprietary confidential information and the particulars thereto, or any of UWEP's financial, legal, business or strategic information that is not a matter of public knowledge which includes the use and disposal of such materials.

No personal information of our staff, partners, volunteers or donors is sold, rented or traded to third parties.

UWEP recognizes the importance of protecting information we may collect from donors, volunteers or visitors to websites maintained by our organization. Our policy is to use the information we acquire for internal purposes only, and we expect all staff, volunteers and interns to work together to maintain the appropriate security measures to keep this information private.

Staff and volunteers in leadership roles will ensure this confidentiality policy is implemented in their area and that staff and volunteers under their supervision understand and comply with this policy. This includes ensuring that a signed Confidentiality Statement is on-file, obtained by UWEP prior to disseminating confidential materials/information to such individuals.

## **CONFIDENTIALITY AND PRIVACY GUIDELINES**

Confidentiality and privacy in certain matters is a necessity in carrying out our roles as staff and volunteers in achieving our mission. During your term of service to UWEP, you may have access to a variety of information of a confidential nature. Information may be in the form of print, verbal or electronic media. We ask that all materials provided be treated confidentially as follows:

Ensure that all information considered to be confidential, privileged or nonpublic, is used solely for the purpose of carrying out our responsibilities with UWEP and is not disclosed inappropriately during service to UWEP.

Such confidential information includes, but is not limited to, the following: addresses, e-mail addresses, prospect information, donor giving history and charitable preferences, fundraising and marketing strategies, investment deliberations, financial information/reports, payroll and personnel records, board meeting minutes and any document marked confidential including private conversations or verbal information discussed or shared in any UWEP meeting.

Mark all sensitive information materials generated by UWEP as confidential. This includes printed copies and information sent electronically.

Dispose of confidential materials addressed by this policy by shredding or by returning to the UWEP office to be shredded. Each UWEP staff member and volunteer leader is responsible for the proper disposal of materials generated in support of their mission area which includes materials used by them or their volunteers. Confidential information shall be used solely for the purpose of performing responsibilities as UWEP staff or volunteer and will not be shared with UWEP's partners or competitors, including member agencies, or any third party.

Respect the privacy rights of all individuals associated with UWEP or our partners in the performance of their duties.

## **CONFIDENTIALITY AGREEMENT**

All United Way of the Eastern Panhandle (UWEP) staff, interns and volunteers must adhere to confidentiality guidelines and may not release personal or organization information without proper authorization.

To be receptive to the public's desire to know, without releasing potentially confidential information, the Chief Executive Officer and/or designee will act as UWEP's official media contact. I understand that confidentiality is a hallmark of professionalism. As a UWEP volunteer, I agree to adhere to the policies and guidelines by:

I will protect all information which is confidential or privileged or which is not publicly available to ensure that it is not disclosed inappropriately.

I will ensure that all non-public information of other persons, agencies, or firms acquired by UWEP's personnel in dealing with UWEP stakeholders is treated as confidential and not disclosed.

## LIABILITY WAIVER

I agree, in consideration of the opportunity to participate in the annual Day of Caring on September 9, 2025, to freely accept and voluntarily assume all risks of personal injury, death, property damage, or emotional distress that may result from my participation in the program. I agree to release and hold harmless the United Way of the Eastern Panhandle (UWEP) and its officers and members, from any and all liability for personal injury, death, property damage or emotional distress, or any other type of claim which results in any way from ordinary negligence, conditions on or about the premises and facilities, and the operation of the program, including, but not limited to, my participation in the event, accepting to myself the full responsibility for any and all such personal injury, death, property damage or emotional distress, or injury of any kind which may result.

I am signing this waiver freely and of my own accord, realizing it is binding upon myself, my heirs, and assigns, and, in the event I am signing it on behalf of any minors, that I have full authority to do so, realizing its binding effect on them as well as myself.

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Volunteer Signature

I understand and will comply with the UWEP policies and waivers stated above.

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Witness

**Please return this signed acknowledgement form to:**

**United Way of the Eastern Panhandle  
24 District Way, Suite 201  
Martinsburg, WV 25404**