



## A GIRLS' EMPOWERMENT PROGRAM

### Confidentiality and Data Privacy Protection Policy

**Wonderfully Me<sup>®</sup>, Incorporated is committed to providing a safe environment for participants, adults and volunteers. Wonderfully Me<sup>®</sup>, Incorporated recognizes that building trust and maintaining confidence is the essential foundation for all relationships within the organization. THIS POLICY WILL BE RESPECTED AT ALL TIMES, APART FROM WHERE IT CONFLICTS WITH REPORTING CHILD PROTECTION CONCERNS.**

This Confidentiality and Data Privacy Protection Policy places an obligation to this organization to implement guiding principles when obtaining, handling and storing personal information. Wonderfully Me<sup>®</sup>, Incorporated is committed to ensure and therefore states:

#### Participants

- Participants are able to share information with volunteers in a confidential manner without judgment
- Participants can expect that any information given and expressed to a volunteer is treated as sensitive and confidential and will not be shared UNLESS:
  1. The volunteer believes that the participant is in danger or is being physically or sexually abused.
  2. The participant discloses that they are involved, or plan to become involved in acts of terrorism, crime or cause harm to themselves.
  3. The participant will be told when information has to be shared with the parent/guardian, appropriate agencies, law and court authorities and encouraged to comply with any recommendations.

#### Volunteers

All volunteers of Wonderfully Me<sup>®</sup>, Incorporated are expected to uphold the organization's commitment to confidentiality. They are expected to:

- Share information when cooperating with law enforcements and the court system
- Keep records, files and documents stored in a safe and secure manner
- Not discuss information given by a participant in confidence with another parent, volunteer, unless they have a child protection concern or the participant gives their permission
- Tell a participant when information cannot be kept confidential (ex. a child protection concern)
- Encourage a participant to talk to their parent/guardian or medical professional where they feel it would be in their best interest



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#### Volunteers can expect that the organization will:

- Provide them with suitable instructions for storing confidential documents
- Ensure that their own information (ex. medical or emergency contact information) is stored securely, kept confidentially and only seen by persons in relation to their role
- Safely destroy personal information when the volunteer leaves the organization
- Take disciplinary actions where the Confidentiality and Data Privacy Protection Policy is not upheld (unless due to child protection concerns or a court order has been issued)

#### Parent/Guardian

Parents/Guardians of the participants attending Wonderfully Me<sup>®</sup> Incorporated programs can expect the information they provide (ex. medical information, contact information) will:

- Be kept in a secure, confidential manner and only used for the purpose needed (ex. to safeguard the health and wellbeing of the participant)
- Ensure that parents/guardians receive information from the organization that is necessary (ex. newsletters, letters and emails regarding information about upcoming events, fundraising activities, and club activities.
- Will not share nor discuss with other organizations outside of Wonderfully Me<sup>®</sup>, Incorporated without prior consent

I understand that if I do not abide by the Confidentiality and Data Privacy Protection Policy, I may lose the privilege of participating in the Wonderfully Me<sup>®</sup>, Incorporated program.

_____ Parent's Name <i>(Please Print)</i>	_____ Parent Signature	_____ Date
_____ Child's Name <i>(Please Print)</i>	_____ Child's Signature <i>(If Applicable)</i>	_____ Date
_____ Volunteer's Name <i>(Please Print)</i>	_____ Volunteer's Signature	_____ Date