



Confidentiality Policy

All information concerning members, our staff, volunteers, and financial data, and business records of **Florida PTA** is confidential. “Confidential” means that you are free to talk about **Florida PTA** and about your program and your position, but you are not permitted to disclose member’s names or talk about them in ways that will make their identity known. Information may not be released without appropriate authorization. This is a basic component of business ethics and care to our members. The board of directors, staff and our members rely on paid and volunteer staff to conform to this rule of confidentiality.

Florida PTA expects you to respect the privacy of the members and to maintain their personal and financial information as confidential. All records dealing with member information must also be treated as confidential. General information, policy statements or statistical material that is not identified with any individual is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members, board of directors, committee members and volunteers, in addition to the members.

This policy is intended to protect you as well as Florida PTA, because in extreme cases, violations of this policy also may result in personal liability.

ACKNOWLEDGEMENT OF CONFIDENTIALITY OF MEMBER INFORMATION

I have read the **Florida PTAs** policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor 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, up to and including termination of my service with Florida PTA.

Signature of Staff Member/Volunteer _____

Date _____ Name _____