DREAMLAND VILLA RETIREMENT COMMUNITY

Administrative Policy and Procedure

Subject:_____Confidentiality_Statement__
Initially Adopted:__November 13, 2007_____
Amended:___11/13/19_____

_____

I. **Policy Statement:**

The Dreamland Villa Retirement Community intends to maintain the confidentiality of all information pertaining to the organization including, but not limited to, personnel files, employment compensation, legal affairs, member data, computer records and other business affairs to the extent the Arizona Revised Statues do not require disclosure of such information to its residents or other interested parties. To this end, the following procedures have been established.

II. **General:**

A. All employees, members of the Board of Directors, members of committees including the chairpersons and vice chairpersons, volunteers and any other individual who may request access to any of the organization's business, financial or personnel records shall agree to maintain the confidentiality of such records. Persons who have left a position listed above may not use any mailing lists of member's names and addresses obtained while they were in the positions listed. Membership list use is subject to applicable Arizona Revised Statutes.

B. Any employee found guilty of breach of confidentiality will be subject to immediate discharge.

C. The services of any volunteer or committee member will immediately be terminated for cause should the individual be found guilty of breach of confidentiality.

D. Any member of the Board of Directors found guilty of breach of confidentiality shall be subject to disciplinary action by the Board of Directors.

E. In addition to discharge or termination, any individual found guilty of breach of confidentiality will be subject to any and all legal remedies available to DVRC.

F. DVRC will not deliberately or intentionally sell, give, provide or loan any information regarding its members to any individual or organization unless required to do so under the freedom of information laws.