



*Philadelphia Home and School Council*  
Families supporting Philadelphia schools since 1897

## **Confidentiality Policy**

### **For Executive Board Members, Committee Members, and Home and School Officers**

It is the policy of the Philadelphia Home and School Council that Executive Board and member Home and School Officers of the Philadelphia Home and School Council may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with PHSC to any person, including relatives, friends, business and professional associates, other than to persons who have a legitimate need for such information and to whom PHSC has authorized disclosure. Executive Board members and HSA Officers shall use confidential information solely for the purpose of performing services as an Executive Board member or member HSA Officer for PHSC. This policy is not intended to prevent disclosure where disclosure is required by law.

Executive Board members and member HSA Officers must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.

Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, Executive Board members and member HSA Officers should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of an Executive Board member or HSA Officer term in office or upon the separation, or resignation, he or she shall return, at the request of the President (PHSC/Member HSA), all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession. (This includes all passwords, keys, creation of documents, receipts, and photos)

### **Confidentiality Policy**

The following policies apply to members of the Philadelphia Home and School Council Executive Board, its Committee Members, Member Home and School Associations, Members at Large, and volunteers authorized by the board. References in the policies to Executive Board members are intended also to apply to all members.

1. Executive Board and Committee Meetings: On any vote of the board, both the numbers of affirmative and negative votes and the individual votes of board members, unless specifically requested by a member otherwise, shall be confidential but the record of individual votes must be kept on file.

- a. Executive Board, Committee, and member HSAs shall not disclose to anyone outside of the Philadelphia Home and School Council the statements, positions, or votes by any board or committee member on actions taken by the board or its committees. Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after advising the President before making such a disclosure.
  - b. The general “sense of the board” on a particular matter may be conveyed to an applicant, grantee, vendor, or donor when the sharing of such information is helpful in conveying the board’s concerns. However, such information should only be shared with the concerned party. In addition, such information may be shared with a donor or with another grantmaker when the information has been requested and is deemed important in helping the donor or grantmaker arrive at an informed decision on a grant proposal or opportunity.
4. Executive Sessions: The minutes of the board meeting shall indicate when the board goes into the executive session but shall not normally reflect any of the topics or discussion that occurs in the executive session. However, when the board takes an action in an executive session that needs to be recorded, the Board Secretary will provide any such text that is to be included in the official minutes of the meeting.
5. Board and Committee Emergency Meeting Minutes/Agenda/Docket: The docket prepared for the board is confidential and should be treated as an internal document restricted to PHSC use. No portion of the docket may be shared, in written or oral form, with any individual or with any organization outside of PHSC. Exceptions may be made only with the consent of the chief executive.
6. Personal Information of Board Members: The home address, employer information and/or employer address, telephone numbers, fax numbers, and email addresses of the Board, Committee, and member HSA Officers are not to be given out to any individual or organization without the express permission of the person to be disclosed.
7. Information on a Donor’s Fund: All information concerning a donor’s fund, other than information published in the annual report, newsletter, or PHSC publication, shall remain confidential unless approved by the donor. This includes information on the size and types of grants, the size of the fund, and other such information.
8. Information on Donors and Prospects: All information obtained about donors and prospective donors will remain confidential and not discussed with any individual other than the board or member HSA unless otherwise authorized by the donor or prospective donor.
- a. The home addresses, telephone numbers, fax numbers, or email addresses of donors and prospective donors are not to be given out to any individual or organization without the express permission of the person to be disclosed.
  - b. When a donor requests that his or her gift or fund be treated as an anonymous gift or fund, the donor’s wishes are to be honored by both board and member HSAs.
  - c. All members shall adhere to the principle that all donor and prospect information created by, or on behalf of, PHSC is the property of PHSC and shall not be transferred or utilized except on behalf of PHSC.

In signing this statement, I confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

Please print name: \_\_\_\_\_

Please sign here: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_