



Statement of Confidentiality

Respecting the privacy of our clients, donors, staff, contractors, volunteers, and Safe Parking LA itself is a fundamental value of the organization. Personal information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the leadership of Safe Parking LA and only for work engagement purposes. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left open or inadvertently shared. Employees, volunteers, contractors, and board members of Safe Parking LA may be exposed to confidential, privileged, and proprietary information.

Safe Parking LA's policy is to keep such information confidential during and after employment, volunteer service, and contract engagement. Staff, volunteers, contractors, and board members are expected to return materials containing privileged or confidential information at the time of separation of employment or service expiration. Unauthorized disclosure of confidential or privileged information severely violates this policy. It will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Certification

I have read the Safe Parking LA Statement of Confidentiality presented above. I agree to abide by the policy's requirements as a paid staff member or volunteer. I immediately inform the Director of Development if I believe any violation (unintentional or otherwise) of the procedure has occurred.

I understand that violation of this policy will lead to disciplinary action, up to and including termination of my services/engagement.

Signature _____

Date _____

Print Name _____