

# Legal Stuff

*etc...*

## Information Discloser

In preparing promotional materials, UCN2N may wish to describe how the Village has helped its members. In these cases, we will tell the stories but not use the names of the persons involved, unless we have their permission. Many members and volunteers also feel compelled to tell their neighbors and friends about their experiences with UCN2N. Members and volunteers are encouraged to tell their stories, but should not use names or other identifying information, or discuss UCN2N activities that should be regarded as confidential.

## Representation of the Organization

Volunteers should not act on behalf of or make statements representing the official positions of the organization, unless they have been authorized to do so by the Program Manager or an officer of the Board of Directors. Occasionally, volunteers may be contacted by the press or broadcast media for information and stories about their volunteer experiences. In such cases, they should consult with Village staff to receive proper authorization.

## “Hands-off” Policy

Volunteers will often develop close personal relationships with members as they provide transportation or help with a household task; however, volunteers should NOT agree to perform services that would require personal/medical care, and such requests should be reported to the leadership team. The leadership team will then work with the member to discuss alternative support options. Volunteers should NOT offer advice about a member's health or safety that is outside the volunteer's area of expertise.

## Privacy and Confidentiality

Volunteers and members are responsible for maintaining the confidentiality of all private and privileged information which they gain while serving as a volunteer or participating in UCN2N programs and services. While it is tempting to share an amusing story, a health status update, or other information with friends or family, this constitutes a violation of confidentiality. This privacy policy applies to members as well as other volunteers. Failure to comply with this policy may result in dismissal from the program.

## Privacy Policy Summary

UCN2N recognizes and respects the privacy interests of its members, volunteers, donors, and others covered by this privacy policy. The policy reflects our core principles of respect for privacy and limited disclosure of personal information. We collect information only by lawful and fair means. When appropriate, we collect personal information directly from the data subject or with the knowledge and consent of the data subject. We do not sell, rent, exchange, or share with third parties personal information about members, volunteers, or donors for use in marketing or solicitations of any kind. We use and disclose information only as described in this policy. We provide access and correction rights. We maintain reasonable measures and safeguards to protect personal information.

## Funding

UCN2N is currently funded by membership fees and grants from community partners. UCN2N is an approved 501(c)3, receiving funding from Union County Senior Services, and is a United Way Funded Partner Agency. Donations to UCN2N can be made through the United Way. Gifts may be made by individuals or organizations in honor or memory of someone, in support of the scholarship program, or to underwrite general operating expenses. If you belong to a church or service organization, please help us by making these organizations aware of our programs. If you would like more information about how to become a donor, or how to promote our programs, please call the office. “In kind” donations are also welcome, such as food, table decorations or door prizes for social activities, office supplies, or other incidentals. Please contact the office to see if your item is useful to us!

