



Confidentiality and Security of Applicant Documents

It is essential that anyone affiliated with Pikes Peak Habitat for Humanity (board, staff and committee members) commit to preserve the security and privacy of confidential information regarding our family homeowner partners and applicants in conjunction with the Gramm-Leach-Bliley Act.

This requires that you respect the privacy rights of family homeowner partners and applicants, and create a level of trust so partners and applicants can receive services in a respectful manner.

1. Do not disclose the name or identity of partners and applicants to anyone outside of the organization unless a release has been signed.
2. Do not share confidential or identifying information to anyone not specifically authorized to have that information, including those inside the organization.
3. Do not discuss a partner or applicant's situation in public places. Share information only with those who need to know in order to do their job.
4. Handle inquiries from outsiders regarding partners or applicants by referring them to the president, committee chair, executive director or other authorized person.
5. Maintain all confidential family homeowner partner and applicant family information in secure, locked storage.

I understand these requirements, and agree to hold all confidential information obtained in the course of my service to Pikes Peak Habitat for Humanity in the strictest confidence and security. I will respect the right to privacy of partners and applicants. I will not inappropriately disclose, discuss or mishandle any information regarding family homeowner partners or applicants.

Name _____

Title/committee _____

Signed _____

Dated _____