

**Confidentiality Policy and Pledge**

**Southern Appalachian Ronald McDonald House Charities, Inc.**

The principle of confidentiality is basic to the maintenance of professional ethics and community respect. All Board Members of the Southern Appalachian Ronald McDonald House Charities, Inc. assume ethical responsibilities by which they are bound to Houseguests, a member of the guest’s family, themselves, and each other. The guests of the Ronald McDonald House act in confidence and we are obligated by law and ethics to reciprocate.

The following are presented to provide some guidelines concerning the matter of confidentiality except as authorized by the Board of Directors. Do not disclose to anyone.

1. Information and details about a guest or a member of a guest’s family except for purposes relating to their residency at the House and then circumstances may only be discussed with a staff member so that their residency may be more appropriately provided.
2. Identifying information about a guest or a member of the guest’s family except as necessary with the services provided at the House as stated in #1 above.
3. The circumstances of a guest or member of a guest’s family outside the Southern Appalachian Ronald McDonald House, even though names, addresses, etc., are not revealed, as this may appear to be a breach of confidentiality.
4. Information made public through any of the news media concerning a guest or a member of the guest’s family. Publication does not alter the fact that the confidentiality privileges remain in effect.
5. Information about the internal functions of the Southern Appalachian Ronald McDonald House Charities, Inc.

I have read all of the above and I understand them and agree to follow this policy.

Board Member	Date
Volunteer	Date
Executive Director	Date

10/24/07