



Proud Lebanon

www.ProudLebanon.org

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www.twitter.com/ProudLebanonORG

www.instagram/Proud.Lebanon

www.Youtube.com/ProudLebanon

(+961) 76 - 608205

Confidentiality Policy

1. Purpose

The purpose of this confidentiality policy is to ensure that confidential and sensitive information about Proud Lebanon, its beneficiaries, staff, volunteers, partners, and other stakeholders is protected and handled appropriately.

2. Scope

This policy applies to all staff, volunteers, board members, contractors, and any other individuals who have access to confidential information related to Proud Lebanon.

3. Definition of Confidential Information

Confidential information includes, but is not limited to:

- Personal information of beneficiaries, staff, volunteers, and other stakeholders, including medical and health-related information.
- Financial information and donor records
- Strategic plans, proposals, and internal reports
- Legal documents and contracts
- Any other information designated as confidential by Proud Lebanon's management

4. Obligations of Confidentiality

All individuals covered by this policy are required to:

- Maintain the confidentiality of all sensitive information they have access to.
- Use confidential information only for the purpose for which it was provided.
- Not disclose confidential information to any unauthorized individual or entity.
- Take reasonable precautions to prevent unauthorized access to confidential information.
- Report any suspected or actual breaches of confidentiality to the Executive Director.



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5. Exceptions to Confidentiality

Confidential information may be disclosed when required by law or with the express permission of Proud Lebanon's management. In such cases, the individual disclosing the information must ensure that only the necessary information is shared and that the recipient understands their obligation to maintain confidentiality.

6. Consequences of Breach

Any breach of this confidentiality policy may result in disciplinary action, up to and including termination of employment or volunteer status, legal action, or other appropriate consequences as determined by Proud Lebanon's management.

7. Duration of Confidentiality

The obligation to maintain confidentiality continues even after an individual's relationship with Proud Lebanon ends, unless otherwise specified by the organization's management. By signing below, I acknowledge that I have read, understood, and agree to abide by Proud Lebanon's Confidentiality Policy.

Name: _____

Position: _____

Date: _____

Signature: _____

PROUD

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16/09/2024





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Proud Lebanon Confidentiality Agreement

I, _____, understand that in the course of my work or service with Proud Lebanon, I may have access to confidential and sensitive information. I agree to maintain the confidentiality of this information and to use it only for the purpose for which it was provided.

I understand that confidential information includes, but is not limited to, personal information of beneficiaries, staff, volunteers, and other stakeholders; financial information and donor records; strategic plans and internal reports; legal documents and contracts; and any other information designated as confidential by Proud Lebanon's management.

I agree not to disclose confidential information to any unauthorized individual or entity, and to take reasonable precautions to prevent unauthorized access to such information. I will report any suspected or actual breaches of confidentiality to my supervisor or the designated confidentiality officer.

I understand that any breach of this agreement may result in disciplinary action, up to and including termination of my employment or volunteer status, legal action, or other appropriate consequences as determined by Proud Lebanon's management.

This confidentiality obligation continues even after my relationship with Proud Lebanon ends, unless otherwise specified by the organization's management.

Name: _____

Position: _____

Date: _____

Signature: _____

16/09/2024

