



Confidentiality Policy for Ta'awun Charity Organization

Introduction

Ta'awun Charity Organization is committed to safeguarding the privacy and confidentiality of all individuals, including beneficiaries, staff, volunteers, and partners, in accordance with applicable laws and ethical standards. This policy ensures that all personal, sensitive, and confidential information gathered through our work is protected from unauthorized disclosure.

Purpose

The purpose of this Confidentiality Policy is to:

- Ensure the privacy of all sensitive information related to our beneficiaries, staff, and partners.
- Establish clear guidelines and procedures for handling confidential data.
- Protect the integrity and reputation of Ta'awun Charity Organization.

Scope

This policy applies to:

- All staff, volunteers, contractors, and any person with access to confidential information within Ta'awun.
- All types of confidential information, including but not limited to personal, financial, medical, and operational data.



Definition of Confidential Information

Confidential information includes any data that is not publicly available and relates to individuals or organizational operations. This may include:

- Personal details of beneficiaries, staff, and volunteers (e.g., name, address, contact information, and identification numbers).
- Financial information related to donations, grants, loans, or payments.
- Internal communications, project reports, and organizational strategies.
- Any other information that is explicitly designated as confidential.

Responsibilities of Staff and Volunteers

All individuals associated with Ta'awun must:

- **Maintain Confidentiality:** Do not share any confidential information with unauthorized persons, both within and outside of the organization.
- **Secure Information:** Ensure all confidential information is stored securely, whether digitally or in hard copy, and take necessary precautions to prevent unauthorized access.
- **Report Breaches:** Immediately report any suspected breach of confidentiality to the relevant authority within the organization.

Exceptions to Confidentiality

Confidentiality may be broken in the following situations:

- **Legal Requirements:** When required by law, or if there is a legal obligation to disclose information (e.g., court orders or government regulations).
- **Risk of Harm:** If there is a serious risk of harm to individuals, particularly children, or a potential threat to the public.



- **Consent:** When the individual whose information is being shared has provided explicit consent for disclosure.

Use of Confidential Information

Confidential information should only be used for the purpose for which it was collected, such as in the execution of our programs, and should not be used for personal gain or external purposes.

Training and Awareness

All staff, volunteers, and partners of Ta'awun will receive training on the importance of confidentiality, how to handle sensitive information, and the consequences of breaching confidentiality.

Consequences of Breach

Failure to adhere to this Confidentiality Policy may result in disciplinary action, including termination of employment or volunteer status, and may also lead to legal consequences if the breach violates laws related to privacy or data protection.

Policy Review

This Confidentiality Policy will be reviewed periodically to ensure its effectiveness and relevance. Updates will be made as necessary to maintain compliance with legal requirements and best practices in data protection.