

**Little Wonders: A Parent-Child Center**

**Board Confidentiality & Security Policy**

As part of my duties as an assistant to a member of the Little Wonders Board of Directors, I agree:

1. to treat any personally identifiable information accessed while performing my duties, such as a child’s first or last name, parents’ email address, mailing address, age, allergies or other information (collectively “Personal Information”) as confidential information belonging to Little Wonders;
2. that Personal Information is and will remain the sole and exclusive property of Little Wonders;
3. not to use or disclose, or permit others to use or disclose, Personal Information, except as necessary for me to fulfill my duties and obligations as a Board Member;
4. to take all reasonable precautions to protect and safeguard Personal Information against unauthorized disclosure or alteration, theft, or other misuse;
5. not to share my passwords or any other access tools that would allow unauthorized use of Little Wonders’ databases or other records;
6. to take all reasonable precautions to protect and safeguard information discussed at Board Meetings; and
7. to immediately notify the President and Director of Little Wonders in the event of any unauthorized use or disclosure of Personal Information.

By signing below, I represent that I fully understand the privacy and security obligations required of me. Furthermore, I understand that by not adhering to this policy I may be asked to withdraw from Little Wonders.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_