

THE HUNGER PROJECT CONFIDENTIALITY POLICY

It is the policy of The Hunger Project that board members, employees volunteers and contractors of The Hunger Project may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with The Hunger Project to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom The Hunger Project has authorized disclosure. Board members and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for The Hunger Project. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a board member's term in office and upon the termination of an employee's volunteer's or contractor's relationship with The Hunger Project, he or she shall return, at the written request of The Hunger Project, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.