



Maine Commission for Community Service

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CONFIDENTIALITY POLICY (Employees, Commissioners, and Volunteers)

In the course of conducting business for the Maine Commission for Community Service, employees and appointed Commissioners, as well as project volunteers, may have access to information that is protected by confidentiality laws or security protocols. The confidentiality may be time limited as happens during grant competitions when the review and selection process is not public until after funding decisions are announced.

At other times, confidential status may not expire as is the case with personnel records or contact information for youth participating in Commission sponsored programs including recognition events. For instance, Commissioners who participate in interviews of applicants for staff positions would review applications, resumes, and references which could contain protected information. Volunteers on certain projects may have access to information about AmeriCorps members, youth participating in Commission sponsored projects or events, or other information that should not be shared.

It is the policy of the Maine Commission for Community Service (MCCS) that volunteers, Commissioners, and employees of MCCS will not disclose, **now or in the future**, confidential information belonging to, or obtained through their affiliation with the Commission to any person, including their relatives, friends, and business and professional associates, unless MCCS has authorized disclosure.

This policy is not intended to prevent disclosure where disclosure is required by law. Commissioners, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in hard copy or electronic documents in plain view of others (e.g., on computer screens) or on unsecured file storage devices such as flash drives/thumb drives.

Upon completion of projects, ending service terms, or separation of employment, every volunteer, Commissioner, and employee must surrender all documents, papers, and other materials that may contain confidential information. In the case of electronic files, copies are to be submitted to the Commission for record storage in compliance with laws and regulations. Files on local devices belonging to the individual ending their association with the Commission must be destroyed.

Individuals with access to confidential or secure materials, as described above, shall indicate their understanding of this Confidentiality Policy and adherence to it by signing the attached Confidentiality Policy Acknowledgement and Agreement Form.

Failure to adhere to this policy will result in discipline, up to and including separation of employment or service with the Commission.

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