



Protection of Privacy and Confidentiality of Information of Families

STANDARD

Angels Among Us (AAU) prohibits disclosure of information about any family to any other person or entity unless the family has provided specific, written consent for such disclosure or in the event the organization is responding to a lawful subpoena or are otherwise required to disclose this information by prevailing law.

Information prohibited from disclosure includes personal details such as age, gender, address and telephone number; the medical, psychological, social, or economic circumstances of families; medical information, and other privileged, confidential information.

In addition to protecting the privacy of family information, members of the board of directors, staff, volunteers and other representatives of AAU must not release confidential or proprietary information about the organization itself outside the scope of their job responsibilities. Such confidential information includes, but is not limited to:

- volunteer information;
- financial and costs information;
- pending projects and proposals;
- internal processes;
- future and/or strategic plans;
- personnel information such as cell phone number, address, age, etc.;
- donor and fundraising information.

GUIDING PRINCIPLE

AAU respects and protects the confidentiality and privacy of families. Additionally, AAU protects confidential information that is vital to the interests and the success of AAU and its programs.

AAU "No Information" Policy:

Angels Among Us, its employees, officers, staff and agents shall take all reasonable steps to follow family directions as to the release of no information; however, assumes no liability for any claims or costs which may occur from attempting to not disclose.

PROCEDURE:

1. All inquiries by the general public asking for the family or patient family information by name will receive a standard reply "I'm sorry, I have no record of a patient by that name at this time."
2. This policy will not apply to the processing of medical, legal, billing and insurance information.



Protection of Privacy and Confidentiality of Information of Donors and Visitors to AAU Social Media and Marketing Outlets

Angels Among Us, Inc. is the sole owner of the information collected on its website and or other social media platforms. We do not share, sell, or exchange this information.

Angels Among Us, Inc. collects information from the users of its website at several different points on the site. We use our visitors' Internet Protocol (IP) addresses to analyze trends, administer the site, track their movement and gather broad demographic information for aggregate use, however the IP addresses are not linked to personally identifiable information.

It is possible that if you register for a program or newsletter that you may receive an online fundraising appeal from Angels Among Us, Inc. Only email addresses or regular mail addresses would be used for this purpose; we do not use treatment/condition related information to target any potential contributors.

Users may request to be removed from mailing lists at any time. To review or request corrections to your personal information collected by Angels Among Us, Inc., please contact us at info@myangelsamongus.org.

Visitors to myangelsamongus.org who make monetary contributions through the website are asked to provide information, which is kept on a proprietary database. We will not share, sell or exchange donor's information for third party's fundraising or marketing purposes.

Donor information is considered confidential and therefor is not shared, sold or exchanged for any purpose outside of our regular organizational activities and programs. Donor information is held on a secure donor database with only staff log-in access granted for those who need to access that information for correspondence and marketing purposes. Donors have the right to remain

“anonymous” and also to have a designation “do not solicit” and those designations are enforced throughout the agency.