

Boys & Girls Clubs of Portland Metro (“BGCP”)

Request for Information & Disclosure Policy

Effective date: 10/2/18

BGCP is a legal entity that obtains, holds and maintains confidential information to include but not limited to: business operations, financial, safety and security protocols, business document(s) including hard copy and electronic version, proprietary information, personal data, and other party and/or entity information; and as an entity has a responsibility to limit access to such above listed information, documents, and ensure such remains confidential and used for business purposes only. Therefore, the following policy is hereby enforced:

1. It is strictly prohibited to discuss, copy or deliver by any means to an unauthorized individual, entity, or agency, to include but not limited to personal or business information and matters, or financial information; any information received while working or performing job duties in any capacity.
2. It is prohibited to copy, remove, or take any type of information or documents, regardless of format, for personal use.
3. All questions pertaining to employment from outside companies must be forwarded to the Human Resource Director.
4. Upon receipt, any requests for information and/or documents will be forwarded to the Senior Director of Safety & Facility Operations.
5. Upon receipt, all legal, court orders, and/or subpoenas must be forwarded to the Senior Director of Safety & Facility Operations and Chief Financial Officer, which one of these positions will then review and approve for dissemination, the direction required, to the appropriate Club/Site.
6. All Club/School sites will enforce current federal and state court orders. Club/Site Directors are responsible for timely and clear communication to all Staff for execution of current federal and state court orders.