

Confidentiality Policy

Approved:	Advisory Council, April 29, 2000
Amended:	November 23, 2002; June 25, 2007
To Be Reviewed:	June, 2011
Program Participants:	Learners, Volunteers, Donors
Copies To:	LV-DAC Policy Manual, LV-DAC Tutor Orientation Manual, DACC-ABE

Literacy Volunteers of Doña Ana County respects the desire of individuals to have participation in the program remain confidential. Personal information such as name, address, phone number, literacy levels, and other personal demographic data about individual program participants (volunteers, learners, donors) collected, recorded and maintained by LV-DAC is intended only for internal use and to develop certain required reports and profiles.

Therefore, LV-DAC has adopted the following policies regarding the release of participants' personal information without expressed permission from the participant:

- ***Student information*** is released only in the form of composite reports required by LV-DAC or Doña Ana Community College-Adult Basic Education funding agencies, NMCL, ProLiteracy America and other funding sources as required.
- ***Volunteer information*** is released only when it is absolutely necessary to comply with the requirements of LV-DAC or Doña Ana Community College-Adult Basic Education funding agency requirements, NMCL, ProLiteracy America or other funding sources. In such cases, LV-DAC will release only the information necessary for compliance.
- ***Donor information*** is released only when it is absolutely necessary to comply with IRS, ProLiteracy America, NMCL or other funding source requirements. In such cases, LV-DAC will release only the information necessary for compliance.
- ***Media Release*** is information designed to promote or inform the public about LV-DAC. Any information contained in the release that contains pictures or information about persons or organizations shall have the written permission of such person(s) or organization(s) prior to the release of the information.
- Signed release is to be in compliance with NMSU/DACC's Policy for Release of Confidential Information.



Literacy Volunteers of Doña Ana County
(A Project funded in part by the New Mexico Coalition for Literacy)

