

Kommunicate Privacy & Confidentiality Policy

Effective Date - May 1, 2026

Policy Statement

Kommunicate is committed to protecting the privacy, dignity, and confidentiality of all participants, staff, volunteers, Champion Leaders, partners, and stakeholders.

We recognize the importance of maintaining trust and safeguarding personal information. This policy outlines how information is collected, used, stored, shared, and protected across all Kommunicate programs, services, activities, and digital platforms.

Purpose

The purpose of this policy is to:

- Protect personal and sensitive information.
- Promote participant trust and confidence.
- Ensure responsible data handling practices.
- Maintain confidentiality and privacy standards.
- Support safeguarding and ethical service delivery.

Scope

This policy applies to:

- Program Participants
- Women and Girls
- Parents and Guardians
- Champion Leaders
- Staff
- Volunteers
- Contractors
- Board Members
- Partner Organizations

Information We May Collect

Kommunicate may collect information including:

Personal Information

- Name
- Age or age range
- Phone number
- Email address
- Location or community
- Emergency contact information

Program Information

- Program participation records
- Training attendance
- Volunteer records
- Service referrals
- Care navigation activities

Communication Information

- Website forms
- Contact requests
- Partnership inquiries
- Newsletter subscriptions
- Event registrations

Media Information

- Photographs
- Videos
- Testimonials
- Success stories

Only when appropriate consent has been obtained.

How Information Is Used

Information may be used to:

- Deliver programs and services.
- Provide care navigation support.
- Connect participants to approved services.
- Respond to requests and inquiries.
- Improve programs and participant experiences.
- Monitor and evaluate program outcomes.
- Meet legal and reporting obligations.

Confidentiality Commitment

Kommunicate respects the confidentiality of all participants.

Personal information will only be shared:

- With the individual's consent.
- When required by law.
- When necessary to protect an individual from harm.
- With approved service providers involved in care coordination.
- For safeguarding and child protection purposes.

Information will only be shared on a need-to-know basis.

Champion Leader Confidentiality

Champion Leaders are required to:

- Maintain participant confidentiality.
- Protect private information.
- Avoid discussing participant matters publicly.
- Follow approved referral procedures.
- Report safeguarding concerns through designated channels.

Champion Leaders must never share personal participant information without authorization.

Data Protection

Kommunicate takes reasonable measures to protect information from:

- Unauthorized access
- Loss or theft
- Misuse
- Disclosure
- Alteration
- Destruction

Information is stored using appropriate administrative, technical, and organizational safeguards.

Photographs, Videos & Media

Kommunicate may use photographs, videos, testimonials, and stories to:

- Highlight program impact.
- Share success stories.
- Promote awareness.
- Support fundraising and communications.

Where required, appropriate consent will be obtained before collecting or sharing identifiable images or personal stories.

Care Navigation Confidentiality

Care navigation information is treated with heightened confidentiality.

Only authorized staff and approved service providers directly involved in providing support may access relevant information.

Kommunicate does not publicly disclose personal information regarding care navigation cases.

Third-Party Services

Kommunicate may use trusted third-party platforms to manage:

- Website forms
- Email communications

- Donor management
- Event registrations
- Program administration

Reasonable efforts will be made to ensure these providers maintain appropriate privacy and security standards.

Reporting Concerns

Questions or concerns regarding privacy or confidentiality may be directed to:

Privacy Contact

- Email: info@kommunicate.org
- Phone: +1 (920) 372-2730
- Website: www.kommunicate.org

Policy Violations

Violations of this policy may result in:

- Additional training
- Corrective action
- Suspension of responsibilities
- Removal from volunteer or Champion roles
- Termination of employment or partnership where appropriate

Policy Review

This policy will be reviewed periodically and updated as necessary to reflect best practices, legal requirements, and organizational needs.

Approved By: Kommunicate Leadership Team

Effective Date: May 1, 2026

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