



SENSITIVE INFORMATION CONFIDENTIALITY POLICY

HOPE DAY CAMEROON ORGANIZATION



www.hope-day.org

Email : contact@hope-day.org

Tel : (+237) 656 214 075 / 677 917 150

Siège : Logpom, Douala Cameroo

FULL POLICY

Article 1 – Subject of the Policy This policy defines the principles and protection measures applied by Hope Day Cameroon Organization to ensure the confidentiality, security, and proper use of sensitive information relating to beneficiary children, members, staff, volunteers, and partners.

Article 2 – Definition of Sensitive Information The following are considered sensitive information:

- Personal data of beneficiary children (name, age, address, family situation, health, schooling, etc.).
- Contact information and personal data of members, volunteers, staff, and partners.
- Financial, administrative, and strategic records of the association.
- Any information whose disclosure could harm the safety, dignity, or rights of a person.

Article 3 – Confidentiality Principles

- Paragraph 3.1 – Restricted Access: Only persons duly authorized by the association may access sensitive information.
- Paragraph 3.2 – Informed Consent: Any collection or use of personal data concerning a child must be done with the written authorization of their legal representative.
- Paragraph 3.3 – Limited Use: Sensitive information may only be used for the purposes for which it was collected and in the best interests of the child.
- Paragraph 3.4 – Secure Storage: Data must be stored in protected systems or media (passwords, physical locks, secure devices).
- Paragraph 3.5 – Retention Period: Sensitive information is only kept for the time necessary for its use and is then securely destroyed.

Article 4 – Data Sharing and Communication

- Paragraph 4.1 – Sensitive information may only be shared with authorized third parties and only when strictly necessary (e.g., educational follow-up, medical support, legal obligations).
- Paragraph 4.2 – Any transmission of data to partners must be subject to a written agreement including confidentiality clauses.
- Paragraph 4.3 – The use of children's images and testimonials in the association's communication materials is subject to the prior written authorization of the child's legal representative.

Article 5 – Responsibilities

- Paragraph 5.1 – Every member, staff member, volunteer, or partner with access to sensitive information is required to comply with this policy.
- Paragraph 5.2 – Any breach of confidentiality will be considered a serious misconduct and may result in disciplinary action or legal proceedings.

Article 6 – Reporting

- Paragraph 6.1 – Any breach or incident related to data confidentiality must be reported immediately via the association's reporting channel.
- Paragraph 6.2 – The report will be handled with diligence and without retaliation against the whistleblower.

Article 7 – Commitment By signing the Ethics and Compliance Charter and this Confidentiality Policy, each member, staff member, volunteer, and partner undertakes to protect sensitive information and to respect the rights of children and stakeholders.

Date : _____

Signature : _____