



## **POLICY**

### **CONFIDENTIAL INFORMATION**

In order for Pathways to protect confidential Pathways information, the following shall be the board policy:

- Pathways documents containing confidential information shall be clearly marked as confidential and the actual confidential information shall be clearly indicated.

Confidential documents shall on their cover page contain the following label:

**Pathways of Healing NM**  
**CONFIDENTIAL**

Pathways maintains all of its records in a series of notebooks in the Pathways President's possession.

The only confidential information at the present which is in these notebooks is account access information. For example, the Pathways web site's user name and passwords are considered confidential since with this information a person can change the Pathways web site content.

- If a request for Pathways information is made, then the request shall be made to the Pathways President or Vice-President or a person they designate to handle the request.
- If a request for Pathways information includes confidential information, then the confidential information shall be copied, but the confidential portion shall be redacted. Redaction shall consist of copying the information, overwriting the confidential portion with a black marker, and re-copying the redacted page so no indications of the confidential information shall be visible.
- Due to Pathways status as a 501(c)(3) tax exempt organization, Pathways is obliged to be transparent in all of its operations. This means that excluding confidential information, all Pathways information shall be completely accessible by anyone desiring to see this information. Majority of Pathways information is already publicly available on the Pathways web site: [www.PathwaysOfHealingNM.org](http://www.PathwaysOfHealingNM.org)

This policy was approved by the Pathways of Healing board on the following meeting date:

**NOVEMBER 8, 2014**