

# ***Redwood Ministries***

**P.O. Box 13435 Des Moines, WA 98198**

**[info@redwoodministry.org](mailto:info@redwoodministry.org)**

Our Mission is to help all who are in need by providing a safe stable environment,  
within the housing program and who have the desire to change.

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## **Non-Disclosure Policy**

The employees and volunteers will preserve the confidentiality of information obtained during their employment or volunteering at Redwood Ministries. During employment or volunteering the employee and volunteer will have access to information concerning Redwood Ministries and its tenants which is not accessible to the public.

Such non-public information constitutes confidential information. It includes data and information about our business, tenants, volunteers, and employees. In addition, Redwood Ministries' meetings are confidential, unless held in a public forum. Employees and volunteers may not use audio or video equipment to record these meetings without prior authorization. Information of this nature must be treated responsibly, and any arbitrary or careless disclosure is prohibited even after the employee or volunteer ceases to work for Redwood Ministries. Confidential information can be used for Redwood Ministries' purposes only.

Unless Redwood Ministries has provided its consent in writing, or there is a legal duty to disclose, the employee or volunteer is prohibited from disclosing confidential Redwood Ministries' information. Information about Redwood Ministries, our clients, and our staff that has been gained through employment or volunteering, or affiliation with us, cannot be used for personal or third-party benefit. Our employees and volunteers will refrain from communicating personal information and confidential information about the tenants in our program with other tenants in the program unless authorized by the tenant in writing.

## **Updates**

Redwood Ministries Privacy Policy may change from time to time and all updates will be posted on this page.

**If you feel that Redwood Ministries is not abiding by this privacy policy, you should contact Redwood Ministries immediately via telephone at (206) 823-6362 or [info@redwoodministry.org](mailto:info@redwoodministry.org).**