



## *North Valley Animal Disaster Group Standard Operating Guidelines*

Title: PRIVACY POLICY

Objective: To ensure clients and volunteers have as much privacy as possible

Description:

General Privacy: No matter where you are working, it is essential to keep all client and volunteer information as private as possible.

Media: All dealings with the media need to be approved by your Lead and/or the Public Information Officer. Nobody should be speaking for, or representing NVADG, unless specifically authorized by your Lead and/or the Public Information Officer during an incident, or the Executive Director and/or Board of Directors during non-emergency times.

Social Media: Generic positive activities may be posted if they do not reveal any details of the event.

Related Documents/Forms/Checklists: n/a

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