

Falmouth Housing Authority  
115 Scranton Ave, Falmouth, MA 02540  
(508) 548-1977 Fax (508) 457-7573  
www.falmouthhousing.org

**Policy: CONFIDENTIAL INFORMATION**

For purposes of this policy the phrase “confidential information” includes any and all non-publicly available information concerning employees, tenants, prospective tenants, and vendors of Falmouth Housing Authority (“FHA”), including but not limited to their dates of birth, social security numbers, account numbers for bank or other financial institutions, credit or debit card numbers, financial information, medical conditions, medical treatment history, personal family issues and business unrelated to FHA, passwords and usernames, any other information given to FHA with the understanding that it will be kept confidential, and any and all documents (whether in paper form or electronic) containing confidential information.

Employees of FHA who have, are given or gain access to confidential information must protect that information from disclosure to and use by unauthorized persons and entities. Employees of FHA must not use the confidential information for any purpose other than those authorized by FHA and/or in the service of FHA.

FHA maintains confidential information in locked filing cabinets. No one is permitted to access those file cabinets and the files therein without prior written authority from the Executive Director, the Assistant Director or the Maintenance Supervisor.

The unauthorized access or disclosure of confidential information to any third party or use thereof for the benefit of any party other than the FHA is strictly prohibited. Employees who leave FHA must return all confidential information to FHA on or before their last day of employment and must also continue to protect confidential information until such information is no longer confidential.

*Approved by the Board of Commissioners on July 17, 2024  
Resolution No. 2025-010*

---

Employee Signature

---

Print Employee Name

---

Date