This document is a sample only. Please refer to your County or Jurisdiction for appropriate, approved language.

Volunteer Confidentiality Agreement

I agree not to divulge any information or client records regarding persons who are receiving services or other assistance from the Organization or who are otherwise involved in my volunteer services. I recognize that unauthorized release of confidential information may make me a subject to a criminal action.

1. Client Records
Client records are strictly confidential and are disclosed only to the client, unless a valid subpoena is presented.
2. Information
All employees and volunteers must protect each client's right to privacy with respect to information sought or received, and services provided.

Volunteer Responsibility
All employees and volunteers are required to protect each client's right to privacy. This applies to records kept for the purpose of identifying clients as well as materials presented solely for reference purposes. Volunteers working at any Organization location must sign and adhere to this policy of confidentiality.

Client records are strictly confidential and are disclosed only to the client or parent or legal guardian of a minor who is a client, unless a valid subpoena or warrant is presented. If a subpoena or warrant is presented, a supervisor should be notified immediately.

Volunteers who are granted access to the organization's online computer system in the course of their work are asked to strictly maintain the privacy of all clients by not divulging any personal information to anyone other than organization personnel.

As a organization volunteer, I understand and agree to the "Confidentiality Policy" as described above. I also understand that violating this policy may result in possible dismissal from my volunteer position with the organization.

_____

Volunteer's name (please print) Signature date

Received by: _____

Staff Member date

SAMPLE