

**Volunteer Confidentiality Agreement**

As a volunteer, I hold in high esteem the right of Lifehouse, Inc. it’s donors, staff and clients/residents to the protection of privacy. By signing this document, I am agreeing to keep all information about Lifehouse donors, staff, and clients/residents and children confidential.

1. If applicable to the services I provide, I agree I will not share names of clients/residents, specifics of their history/story, medical needs/issues or other personally identifying information, including that of their children.
2. Physically safeguard records and other confidential materials or information by keeping them locked up and securing from public view or sharing with any individual, company or organization.
3. Seek access only to the records with which I am involved.
4. Not share photos of clients/residents or their children with anyone outside of Lifehouse.
5. Continue to observe the procedures protecting confidentiality after my volunteer term has ended.

Infractions of the above agreements are defined as being of two types. Type 1 being intentional and serious and Type 2 being unintentional and moderate:

Type 1—Intentional and Serious: This is when a volunteer knowingly and deliberately commits a breach of Lifehouse’s or a client/resident’s confidentiality. The commitment of Type 1 infraction will result in a discussion of the infraction between the volunteer and Executive Director and noted in writing. A serious infraction could be considered grounds for volunteer’s termination.

Type 2—Unintentional and Moderate: This is when by carelessness, forgetfulness, or poor judgment of a volunteer places in jeopardy the confidential record or information regarding a client/resident of Lifehouse. The commitment of a Type 2 infraction will be discussed with the volunteer by the Program Manager and/or Executive Director and noted in writing. Repeated commitment of the Type 2 infraction could be considered grounds for volunteer’s termination.

I have read and understand the Confidentiality Agreement as presented above and agree to adhere to the guidelines set forth.

Additionally, I am aware that certain information pertaining to internal matters of the Lifehouse should be maintained confidential. Sharing about Lifehouse policies, newsworthy issues, and other sensitive information could jeopardize the welfare of the Lifehouse, its clients/residents, and staff.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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