



# Volunteer Confidentiality *Agreement*

## **Policy**

Information concerning a client or the affairs of the volunteer is privileged and confidential. Jewish Family Services (JFS) volunteers shall not share any confidential information with others.

## **Procedure**

When confidential information is requested, volunteers are directed to follow the procedures specific to their program.

Volunteers are not authorized to release information concerning clients of agency affairs. Requests will be referred to the Volunteer Coordinator.

Information requests from newspapers and other public news organizations should be referred to the Volunteer Coordinator. Volunteers will make no public comments without prior approval.

A breach of confidentiality will result in disciplinary action up to and including dismissal.

## **Confidentiality Statement**

All matters and information pertaining to clients, which, have been gained through JFS, must be treated as confidential.

Under no circumstances may client information be divulged either inside or outside the organization other than to persons authorized to receive such information in the course of their duties, except as agreed to by the client.

Under no circumstances will any person working in or for JFS use any such information to his/her personal advantage. Violation of this policy may result in dismissal.