

Volunteer Confidentiality Statement

(one per person)

Shepherds Ministries has a legal and ethical duty to protect the privacy of all clients and the confidentiality of their health and financial information. As a result, Shepherds Ministries has policies in place to assure the confidentiality of information, whether it is health information, business information, and/or management information (collectively defined as “Confidential Information”). The purpose of this statement is to document your acknowledgement and understanding of Confidential Information and Shepherds Ministries security and confidentiality policies.

I acknowledge and understand the following:

1. All information concerning individuals or Shepherds business is highly personal and confidential. Information such as behavior, medical, or management must not be discussed with individuals outside Shepherds or with others in Shepherds not concerned with that information. This includes requests for prayer. Requests for prayer are very important, but should be shared in such a way as to maintain appropriate confidentiality.
2. I understand that I am responsible for understanding and following the laws, regulations, and policies that apply to my volunteer work.
3. I agree not to talk about confidential information where others can overhear the conversation. I also agree not to talk about client information in public areas even if a client’s name is not used.
4. I understand that this form must be signed.
5. I agree not to use Shepherds equipment for personal usage other than to accomplish the tasks assigned to me as a volunteer.
6. I understand that violation of this agreement may result in disciplinary action, up to and including loss of privileges, suspension, and/or termination of volunteer relationship.

I have read and understand this Confidentiality Statement and have discussed any questions I have regarding these documents with the Public Relations Director.

Signature of Volunteer

Date

Print Name

This Confidentiality Statement shall be interpreted and enforced in accordance with applicable state and federal laws, including the National Labor Relations Act.