

**The Caring Place, Inc.**

**“Caring, Helping, and Equipping People for Living.”**

**CONFIDENTIALITY AGREEMENT**

Protecting confidential information gained in the role as a volunteer for The Caring Place, Inc. (Hereinafter “TCP”) is of paramount importance to the integrity and the success of the program. For our volunteers to be able to help and support the families in the program, family members must feel free to discuss whatever they wish with the volunteers, and expect that all information given to the volunteer be kept in strict confidence within the confines of TCP. Protecting the confidentiality of all program members is therefore one of the highest responsibilities of every volunteer of TCP. Compliance with this standard will be strictly enforced.

Any information concerning the families who apply for and who are chosen to participate in TCP’s program is confidential and restricted. No volunteer may access or reveal any such information except under the direction of his/her supervisor or with his/her consent and approval. If a situation should arise in which a volunteer is not sure if particular information is subject to this confidentiality standard, he or she should consult with her/his supervisor or the Executive Director of TCP.

In dealing with those families who apply to or participate in the program, the following specific guidelines describe the expected confidentiality conduct of all volunteers.

- All information learned from family members is to be treated as secret, confidential information.
- No information is to be discussed with any person outside the confines of TCP, except as appropriate in conjunction with the performance of regularly volunteer responsibilities or as required by law.
- Do not discuss matters with other volunteers unless necessary to properly handle a given matter.
- Support Partner notebooks and other documents are to be maintained in a discreet fashion. Be aware that unprotected sensitive material may be seen by visitors or unauthorized persons; take any necessary steps to prevent this from happening.
- Under no circumstances are volunteers to discuss information with persons not employed by TCP or volunteering with TCP. This restriction includes your family members.
- Do not discuss information, even with authorized persons, in public areas such as hallways, elevators or restaurants. This applies to conversations conducted on mobile phones, as well.

**ANY INFRACTION OF THE CONFIDENTIALITY POLICY SHALL BE  
CONSIDERED GROUNDS FOR TERMINATION OF SERVICES.**

*I have received and read this Confidentiality Agreement.*

Volunteer’s Signature: \_\_\_\_\_

Volunteer’s Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_