

## **Volunteer Confidentiality Policy**

Volunteering is a service or aid rendered by someone voluntarily. All client files are confidential and no information regarding a client can and shall not be discussed outside the agency. If you are volunteering to do clerical work and filing is involved all information must be kept confidential.

However if you are volunteering in the mentoring area you will not have access to any client files and any information you receive or discuss with a client must be kept confidential.

If it is found that a volunteer has disclosed any client information all volunteering efforts will be terminated. In the event that any volunteering efforts were terminated due to disclosing client information you or any family member will not be eligible to volunteer for A Father's Place.

If you have read and understand the confidentiality policy stated above and you agree to its terms and conditions please sign below. By signing below you acknowledge that you have read and agree to follow the volunteer confidentiality policy.

I, \_\_\_\_\_ (please print name), have read and received a copy of the volunteer confidentiality policy.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
AFP Staff Signature

AFP Staff Name (please print) \_\_\_\_\_

\_\_\_\_\_  
Date