



## CONFIDENTIALITY AGREEMENT

I understand that during my volunteer service with The Arc Montgomery County (“The Arc”), I will have access to confidential information, both verbal and written, relating to program participants, volunteers, staff and the organization. I understand that I must maintain the privacy and confidentiality of any and all such information and not share it with unauthorized individuals, agencies or organizations.

I recognize the value and sensitivity of confidential information and understand that it is protected by law (including the Health Insurance Portability & Accountability Act). I agree to maintain the privacy and confidentiality of any and all such information for an indefinite period of time, even after I am no longer volunteering with this organization.

I agree to maintain standards of confidentiality, as required in my role as a volunteer providing services with The Arc, by following these guidelines and any other directions provided by any staff member of The Arc as related to privacy and confidentiality.

- All information shared by a child, individual, family or staff member should be treated as personal and confidential. Your relationship with the child, individual or family, their situation and their personal affairs is privileged and confidential information.
- You should speak only in generalities about a child, individual or family who participates in any of The Arc’s programs. Do not talk about their personal lives, use their names outside of your role as a volunteer, disclose information about where or how they live, or share any other biographical information.
- You may not photograph, copy, transcribe, record or memorize confidential information in any manner, nor use such information for any purpose other than the limited purpose of providing the assigned services at The Arc.
- You may not photograph any of our program participants, families or staff, unless they (or their parent/guardian if a minor child) have expressly given you permission to do so. If that permission is given, the photographs are solely for your personal use and may not be published in any way, including social networking sites like Facebook, MySpace, etc. and/or school or business newsletters, reports, etc.
- You are welcome to talk about The Arc’s programs and benefits, and your pride in the service you are providing, but you may not talk about specific persons, their homes, their problems, etc.

I agree to complete any required training and make sure I understand my assigned duties. I understand that The Arc may ask me to stop providing volunteer services at any time, for any reason, with or without notice. I understand that I have no employment relationship with The Arc and do not expect to receive any offer of employment as a result of my volunteer activities. My role is only as a volunteer, and therefore I will receive no financial reimbursement for services provided to The Arc.

Individual’s Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

*Required for children under age 18 or individuals subject to guardianship.*

Individual’s Printed Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

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