



# Confidentiality Agreement for Volunteer

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I, \_\_\_\_\_, the undersigned, acknowledge that during the course of performing my assigned duties as a Volunteer (hereinafter "Volunteer") in the \_\_\_\_\_ (hereinafter, "County"), I may have access to, use, or disclose confidential information. I hereby agree to handle such information in a confidential manner at all times during and after my volunteer assignment with the County and commit to the following obligations:

A. I will use and disclose confidential information only in connection with and for the purpose of performing my assigned duties.

B. I will request, obtain or communicate confidential information only as necessary to perform my assigned duties and shall refrain from requesting, obtaining or communicating more confidential information than is necessary to accomplish my assigned duties.

C. I will take reasonable care to properly secure confidential information on my computer and will take steps to ensure that others cannot view or access such information. When I am away from my workstation or when my tasks are completed, I will log off my computer or use a password-protected screensaver in order to prevent access by unauthorized users.

D. I will not disclose my personal password(s) to anyone without the express written permission of my supervisor or record or post it in an accessible location and will refrain from performing any tasks using another's password.

E. I will immediately report any unauthorized use or disclosure of confidential information that I become aware of to the appropriate supervisor.

I also understand and agree that my failure to fulfill any of the obligations set forth in this Agreement and/or my violation of any terms of this Agreement shall result in my being subject to the immediate termination of my volunteer assignment.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## General Confidentiality Statement

I, \_\_\_\_\_, the undersigned, acknowledge that I am working at the \_\_\_\_\_ as a community service. I understand that any and all files, records and information contained therein or received by me is confidential and shall not be disclosed by me to anyone, either during or after my volunteer assignment, unless it is as a part of my assigned duties, regardless of whether or not such information is also public record. Any information, records, or notes to specific cases that has been downloaded to my computer or flash drive will be deleted from my computer or flash drive.

I understand that there are criminal penalties for disclosure of such information.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_