

**The Partnership for Families, Children and Adults
Confidentiality Statement**

Insuring privacy and confidentiality is essential, if clients are to feel confidence in our agency and a willingness to share vital information.

It is this agency's policy that every volunteer and employee has a fundamental obligation to protect personal information about clients of the Partnership.

We ask that you, as a volunteer, agree to the following:

- **Protect the identity of clients.**
- **Never discuss clients or their circumstances with anyone outside the agency.**
- **Never discuss one client with another.**
- **Never read case records which you might see in agency offices, unless invited to do so by caseworker/counselor. Staff will share with volunteers any client information necessary to the performance of their job.**

AGREEMENT: I agree to abide by all the above rules respecting client confidentiality, and pledge my commitment to upholding this agreement

Name (please print)

Signature

Date

(Revised June'09)