

Confidentiality Statement

As a volunteer, I agree to the following:

- To perform my duties to the best of my ability.
- To adhere to the McFarland Senior Outreach Department's rules and procedures, including confidentiality of department and client information.
- To meet the time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.

Confidentiality Policy

- All staff and volunteers of the McFarland Senior Outreach Department shall maintain confidentiality in the handling and use of participants' information and records.
- Any information relating to an individual's personal life or attendance at programs or activities through the McFarland Senior Outreach Department, including services rendered, shall not be discussed at any time outside of the place of work without written consent of the individual.
- All participants who receive services or programs provided by the McFarland Senior Outreach Department shall have a right to expect that any information supplied to staff and volunteers will remain confidential. Any infraction of this policy will result in appropriate disciplinary action (including termination of duties).

I agree to the Confidentiality Policy as stated above.

Signature

Date

Printed Name
