



Confidentiality Agreement Form

Confidentiality is the cornerstone of building a trusting relationship between a volunteer and a client. At the AAA Pregnancy Resource Center (AAAPRC), our clients share information with us about their personal lives.

Please respect the privacy of the clients and hold in confidence all information obtained in the course of service.

Tips on Confidentiality

- Keep files and appointment books face down or otherwise out of view so that a client's name cannot be seen by others.
- Safeguard your computer screen and your computer password to prevent unauthorized people from accessing client information.
- Observe all limits and conditions a client places on any permission to disclose confidential information.
- Discard confidential materials properly by shredding them.
- Please do *not* disclose that a person is a client to anyone, including a client's family or spouse, or talk about a client with your spouse or other members of your family or friends.
- There are times when a client shares information with us that is outside the scope of our center's mission. Please refer the client to appropriate community resources for further help.
- It is possible that requests for information, including subpoenas, about our clients may come to you from the police or other law enforcement personnel, lawyers, or the courts. Tell your supervisor immediately when you receive these types of requests and determine with your supervisor how to proceed.

I, hereby acknowledge that I have read this confidentiality agreement and notice to employees/volunteers. I understand it fully and will strictly follow its terms.

Volunteer

Date

Witness

Date