



Volunteer Confidentiality Agreement

Each person served by Fairfield Glade Resident Services (FGRS) is recognized as having fundamental personal, service and civil rights. Through policy and practices, FGRS is committed to treating each person served with dignity and respect, and ensuring that their rights are not violated.

Confidentiality is the preservation of privileged information. All volunteers shall demonstrate professionalism, good judgment, and shall always take care in handling any information related to Fairfield Glade Resident Services to avoid unauthorized or improper disclosures of confidential information.

As an FGRS volunteer, I may have access to private personal information about the clients/residents I am serving. I agree to hold this information confidential and will not divulge this information to anyone except a designated FGRS representative who will handle such information in accordance with FGRS policies and guidelines or, if such information indicates possible elder abuse, to appropriate law enforcement or governmental authorities.

The following may constitute a breach of confidentiality:

- Talking about the client, by full name, with your family or friends.
- Talking about a client in a public place.
- Talking about a client to his or her family members without consent from the client.
- Telling people outside of a given FGRS program the names of the clients served by that program.

I understand that indiscriminately divulging confidential personal information will seriously jeopardize my volunteer position with FGRS and may result in my dismissal and/or legal action.

I have read and understand the above confidentiality statement and agree to abide by this policy.

Volunteer Signature _____ Date _____

Printed Name _____