

## Confidentiality Agreement Form

All volunteers are responsible for maintaining and protecting the confidentiality of information as it relates to guests and St. John the Evangelist Homeless Shelter (SJEHS). Maintaining confidentiality will be in compliance with the law, enhance trust between the guests and SJEHS, and respect the guest's and SJEHS's right to privacy. SJEHS regards guest privacy seriously.

As a volunteer of SJEHS, do hereby affirm that I will treat all SJEHS guests and organizational information as confidential. I will not divulge any information regarding guests either directly or indirectly. I further understand that I convey information concerning guests to shelter staff members and/or volunteers as necessary only for the proper provision of service to the guests. All requests for information made by professional agencies will be referred to the Lead Staff.

In signing this statement, I fully realize the importance of maintaining confidentiality and that a violation of confidentiality could result in immediate termination as a volunteer. Should such termination occur, I understand that my obligation to protect the confidentiality of both the guest and organizational information will continue after termination of my relationship with SJEHS. I further realize that any breach of confidentiality could also result in legal action by a guest.

I also understand that during my time volunteering at St. John's Shelter I may be photographed or videotaped. I recognize that this material would only be used for the sole purpose of promoting SJEHS. Examples may include a PowerPoint shown during Volunteer Orientation or presentation. I authorize the use of such photos/video recordings for use now and in the future.

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*Signature of Volunteer*

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*Date*