



## **Confidentiality Statement**

**Information concerning clients, employees, and/or company operations is strictly confidential. This specifically includes medical records and HIV status information. Family Link volunteers are required to maintain confidentiality. This duty to maintain confidentiality continues after the volunteer's separation from Family Link.**

**Confidential information may not be discussed with unauthorized personnel at work or in a social setting. Care must be taken so that documents or electronic media containing confidential information removed from the Family Link offices are not exposed so as to be seen by unauthorized persons. Documents, electronic media, and the containers in which they are transported, e.g., folders or briefcases, may not be left unattended in an open automobile, at a restaurant, in an airport, or any other publicly accessible location. Volunteers must take care to only discuss confidential information in a manner that will maintain confidentiality. Indiscriminate disclosure of confidential information will be cause for termination of service and possible legal action.**

I, \_\_\_\_\_ have read and understand the Confidentiality Statement.  
Full Printed Name

\_\_\_\_\_  
**Volunteer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Volunteer Program Supervisor Signature**

\_\_\_\_\_  
**Date**