



Edna W. Runner Tutorial Center West Jupiter Community Group, Inc.

7187 Church Street - Jupiter, FL 33458
Tel. ~ 561 745-0950 Fax ~ 561 745-0260

VOLUNTEER CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement is made between: _____
and West Jupiter Community Group, Inc. on the _____ day of _____, 200__.

This Confidentiality Agreement has been drafted to insure confidentiality and protection of individual rights of privacy for children, families, employees, and volunteers of the West Jupiter Community Group, Inc. The individual dignity of children, families, employees, and volunteers shall be respected and protected at all times in accordance with all applicable laws, statutes, ordinances, and regulations.

Information about children, families, and/or employees must not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure of information.

[VOLUNTEERS SHOULD INITIAL WHERE INDICATED BY (_____) THROUGHOUT THE BODY OF THE DOCUMENT]

_____ I understand that it is my responsibility to maintain confidentiality regarding information learned about children, their parents/guardians, families, members of the child's household and other employees and volunteers, and that this responsibility extends 24 hours per day, 7 days per week regardless of how or where the information was attained. _____ I acknowledge that I must be diligent in my efforts to maintain confidentiality, and should be aware that should a circumstance occur, you may be asked to discontinue volunteering your services.

_____ I agree to adhere to the following procedures and policies regarding Confidentiality:

Confidentiality of Children's and Families' Information:

- a. All children's records must be locked in a secure file with strictly limited access.
- b. Access to children's records is limited to employees with a "need to know".
- c. Children's records must not be removed from the center.
- d. Children's records must never be left out on desks, tables, etc. where other people may have access to them.
- e. Children's or families' private information must never be discussed among employees or volunteers except on the "need to know" basis. Employees and volunteers must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, employees or volunteers do not overhear information that is confidential.
- f. Discussion of children's or families' information with volunteers, other families, friends, or community members is prohibited.
- g. Information and documents considered confidential include, but are not limited to medical records, educational records, special needs records, family records, financial records, and any other private information about the children or their families.
- h. All requests for release of information shall be directed to Executive Director/Assistant Director.
- i. Information will only be released to persons outside of West Jupiter Community Group, Inc. with the express written consent of the child's parent or legal guardian.
- j. All information and documents which are considered to be confidential are covered by the privacy rights under HIPPA (**Health Insurance Portability and Accountability Act** of 1996)

West Jupiter Community Group, Inc. is a 501(C) 3 not-for-profit organization



Confidentiality Related to Proprietary Information

West Jupiter Community Group, Inc. has developed unique techniques, curriculum, and tools for evaluation, which make our program more competitive in the industry and are not to be revealed to sources outside of the agency. Anything, which the agency designs, produces, implements, and markets is treated as PROPRIETARY INFORMATION, also called trade secrets. This includes, but shall not be limited to, the agency’s client list, employee list, curriculum, philosophy, mission statement, personnel policies, and parent handbook.

_____ I understand that I may not discuss proprietary information with other employees/volunteers in any public place where it is possible they could be over heard. _____ I understand that it is not only my duty to protect West Jupiter Community Group, Inc.’s proprietary information during my term of voluntary services, but the legal obligation continues even after separation from the agency. _____

Violation of Confidentiality Policy

Any employee/volunteer who violates the Confidentiality Policy will be subject to disciplinary action including termination or discontinuation of services.

I affirm that I have been given time to read, review, consider, and ask questions about this Confidentiality Agreement. Further, I assert that I understand the limitations this agreement places on my actions now and into the future and agree to abide by this Confidentiality Agreement.

Volunteer’s Signature

Volunteer’s Printed Name

Date

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