



## CONFIDENTIALITY AGREEMENT

The nature of services provided by Family Tree requires that information be handled in a private, confidential manner. No identifying information you obtain about Family Tree clients can be divulged outside of the program in which you volunteer (unless otherwise noted). Within the program, information is only shared with those who need to know in order to provide or oversee services to the client. All memoranda, notes, reports or other documents compiled regarding clients or residents remain part of the client's/resident's confidential record within the agency. Any client's/resident's information which does not become part of their record must be shredded. Additional confidentiality agreements may be required depending upon the program in which you volunteer.

Information about clients may be given only to authorized agencies and professionals (with written authorization by the clients, or if under 18, the legal guardians.) Family Tree can disclose clients' information without written consent in certain circumstances:

- in a life-threatening situation that involves you or someone in your care
- if a staff member or volunteer suspects the abuse or neglect of a child or elderly person
- if required by any court of competent jurisdiction in the State of Colorado
- if a crime is committed on Family Tree property or against Family Tree staff or volunteer
- if required by a grantor, contractor, or regulatory agency for the purpose of fiscal or program accountability

***I have read and understand this Confidentiality Agreement, and agree to speak with my supervisor should I have any questions about the disclosure of information or confidentiality issues while volunteering at Family Tree.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Director of Volunteer Services Signature