Forest Grove Temporary Emergency Shelter

2017-2018

Confidentiality Agreement Form

All volunteers are responsible for maintaining and protecting the confidentiality of information as it relates to guests and the Forest Grove Temporary Emergency Shelter (FGTES) located at United Church of Christ and Sonrise Forest Grove. Maintaining confidentiality will be in compliance with the law, enhance trust between the guests and FGTES, and respect the guest's and FGTES' right to privacy. FGTES regards guest privacy seriously.

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

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 FGTES. I further realize that any breach of confidentiality could also result in legal action.

I also understand that during my time volunteering at FGTES I may be photographed or videotaped. I recognize that this material would be used for the sole purpose of promoting FGTES. 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 Date