

CONFIDENTIALITY AGREEMENT

The CareGivers, Inc. clients place their trust in you. Visiting someone in their home or accompanying them to their doctor's appointments may provide you with personal information that must remain confidential. Sharing general observations and insights are permissible; as long as the individual's personal life and physical condition are never exposed.

Volunteers do have the responsibility to alert and discuss with your Volunteer Coordinator any situation that endangers the health, safety or welfare of an individual.

The following are the conditions of this agreement:

1. Confidential information on a care receiver includes:
 - The referral and assessment forms and all information contained on it, any supplemental records used to update a care receiver's services, and any computer records maintained on the care receiver.
 - Any information received verbally from the care receiver.
 - Any information on the care receiver's financial, family, medical or social situations.
2. Any documents and information relating to a care receiver must be carefully safeguarded and released only to authorized persons.
3. Volunteers are encouraged to use first names only when discussing situations involving care receivers.
4. Volunteers are not to discuss confidential information concerning care receivers in circumstances where an unauthorized person may over hear the conversation.
5. All volunteers share the responsibility of adhering to and enforcing the confidentiality policy.

****Note:** A copy of this form is included in your volunteer packet. This form will need to be signed, dated and on file for our records.