

Confidentiality Agreement

It is more and more common for organizations to ask that volunteers sign a confidentiality agreement. Even though the volunteer policies already state that the volunteer is required to maintain in confidence any information that is obtained during his/her service with the organization, the separate agreement highlights and emphasizes the importance of this particular policies. As people will often sign these documents without ask too many or any questions it is important to review the content of the confidentiality statement with each new volunteer to ensure that he/she fully comprehends the implications. It will be very helpful to provide specific examples related to each volunteer's position of information that must be maintained confidential to illustrate and explain this policy.

Where appropriate it is also important to inform volunteers about circumstances in which they may have legal obligations to break confidentiality. Very few confidentiality agreements make reference to these circumstances.

See below for an example of a very thorough and formal tyoe of agreement. Many angles are covered but the language is difficult to understand and may require some explanations to a volunteer.

1. I acknowledge and confirm that as a volunteer I may acquire information on the organization, its clients, staff and volunteers, and about certain matters and things which are of a confidential nature and that such information is the exclusive property of the organization and will remain in the strictest confidence.
2. I affirm that the information referred to above could be used to the detriment of the organization and the volunteer activities and thereby undertake to treat as confidential all information, contracts or resources. I agree not to disclose the same to any third party either during the term I am volunteering for the organization or at any time thereafter unless required by law to do so.
3. I agree that any knowledge gained as a result of my position will remain in strictest confidence.
4. I agree to exercise due care to ensure that any information I may give to others in the course of my duties as a volunteer or otherwise is information that is required to be given and is given to a party entitled to receive such information.
5. I agree I will not discuss the details of my volunteer work with any representatives of the media or publicize any of the confidential aspects of my work orally or by written work or any other medium of communication.

I confirm that I have read the above statements and agree with them and I will therefore adhere to all confidential requirements contained in this agreement or as may be otherwise directed to me in writing by my supervisor as a volunteer.

See below for a few more examples of more simple statements that highlights the key concepts of confidentiality policies:

The organization requires that strict confidentiality be maintained with respect to all information obtained by volunteers concerning the organization, as well as the clients and others they serve.

The volunteer shall not disclose any information obtained in the course of his/her volunteer placement to any third parties without prior written consent from the organization. This includes but is not limited to information pertaining to financial status and operations such as budget information, donations of money or gifts in kind, salary information, information pertaining to clients, staff or other volunteers.

No information concerning any volunteer will be divulged without prior written consent of the volunteer. This includes addresses, telephone numbers, etc.

Failure to comply with the confidentiality policies of the organization may result in disciplinary actions, including the dismissal of the volunteer.

I understand the above and agree to uphold the confidentiality of these matters both during and following my volunteer service with the organization.

Or

As a volunteer of this organization, I understand that I may have access to confidential information, both verbal and written, relating to clients, volunteers or staff and the organization.

I understand, and agree, that all such information is to be treated confidentially and discussed only within the boundaries of my volunteer position at this organization.

I also agree not to discuss these same matters after I have left my volunteer position at this organization. I further understand that breach of this agreement shall constitute grounds for and may result in termination of my volunteer status with this organization.

Except where such disclosure is consistent with stated policy and relevant legislation.

Please sign below to indicate your acceptance and agreement with these terms outlined above.

Or

I hereby affirm that my position with this organization is one of a strict confidential nature. I agree that any knowledge gained as a result of my position or my presence at this organization is and will remain confidential.

I have read the above agreement of confidentiality and affirm that I will abide by this agreement.