



Volunteer Confidentiality Agreement

ECHO Neighbourhood Centre provides community-based programs for people who are members of the Centre and/or live in the Waverley Local Government Area and surrounds. These people have a right to access community services and to be treated with respect and dignity.

This agreement is designed to ensure that personal information about volunteers, clients and staff members is only used to provide services and to ensure the efficient administration of ECHO Neighbourhood Centre services and its activities.

Negligence with private and confidential information can not only compromise the dignity and independence of volunteers, clients or staff members but can in some cases pose a direct threat to their health and safety.

Confidentiality is the preservation of personal information concerning the clients, their families/carers and belongings, which is disclosed in the course of receiving services from ECHO Neighbourhood Centre.

NB: private and confidential information can occur in verbal, written, photographic, and audio or computer record form.

Scope of the agreement:

ECHO Neighbourhood Centre's privacy and confidentiality agreement applies: at home, in the work place, talking with other staff, client or volunteer, and in social environments.

It is a condition as a volunteer that you do not breach client confidentiality regarding the above matters.

I _____ agree not to disclose any personal information about a client, volunteer or ECHO staff member unless I have been directed to do so by a Court of Law, or unless I have serious concerns about such a person's safety.

I understand that a breach of the Confidentiality Agreement could lead to civil or criminal action against me under various jurisdictions and legislations and my dismissal from my volunteer position.

Signed by Volunteer: _____ **Date:** _____

Signed by ECHO staff: _____ **Date:** _____

NOTE: A discussion about a Client's Care Plan with ECHO Staff does not constitute a breach of confidentiality. Staff – please copy the signed for the volunteer's records and place the original on their file.

Helping the Community