



PORTER – LEATH

VOLUNTEER AND INTERN CONFIDENTIALITY PLEDGE and HOLD HARMLESS AGREEMENT

The confidentiality of Porter-Leath and its volunteers, interns, clients, donors, visitors, and employees, along with those who have a business relationship with the Agency, is a priority. I make the following pledge to assure that all confidential information is protected:

- I will not use or disclose confidential information, except on a strictly “need to know” basis or when required by law either during my volunteer period or afterwards, directly or indirectly.
- In the context of confidentiality, I understand that “need to know” means persons who:
 - Are authorized to know the confidential information I possess
 - Require the confidential information I possess to perform their job
 - Have a legal obligation to the confidential information I possess and have provided me with a properly authorized written request for the information
- I understand that confidential information comes in many forms and can be information of Porter-Leath, clients, volunteers, donors, vendors, employees, or any other entities with a relationship with Porter-Leath.
- I will report to my Supervisor when others have violated their pledge of confidentiality.
- I understand that identifying a client in our care to those without a “need to know” is violating the trust and confidentiality of that client.
- I understand that the use of photos or other information about Porter-Leath children is a breach of confidentiality unless written permission is obtained from the child’s parent/legal guardian.
- When I am unsure about whether information I possess is confidential or whether to release the information, I will speak with my Supervisor before taking action.
- I understand that breaching the confidentiality of the Agency, clients, employees, volunteers, interns, or visitors is grounds for termination of status and possible legal action.
- In consideration of the acceptance of my voluntary participation with Porter-Leath, I hereby waive all claims for damages against Porter-Leath for death, personal injury or property damage which may hereafter accrue to me as a result of my participation in this activity.

By completing my Volunteer Application, I hereby agree to abide by this agreement during and after my volunteer date(s).