

Confidentiality Policy

Jewish Family and Children's Service of Minneapolis (JFCS) values the contributions of our volunteers. You provide valuable service both to our agency and our community. As a volunteer, you represent JFCS and its mission. Because we place a high value on our clients' right to privacy, it is important that you understand and agree to our confidentiality policy.

When visiting JFCS, remember that people are here for a variety of reasons. If you see someone who is familiar to you in the waiting room or other areas, please refrain from asking the purpose of their visit.

Additionally, when you have a relationship or contact with any JFCS client, individually, in a group setting or at an event, **please refrain from:**

- 1) Using a client's name in any setting outside of the agency or event;
- 2) Describing the client's case in such a way as to identify him/her outside of the agency;
- 3) Sharing personal information concerning a client with anyone outside of our agency;
- 4) Reading or removing any written records concerning a client without permission.

Please sign your name and contact information below.

I have read and understand the JFCS privacy policy as stated above and agree to abide by these guidelines.

Volunteer's Name (Please print clearly): _____

Volunteer's Signature: _____ **Date** _____

Email Address: _____

Phone: (_____) _____

Street Address: _____

City, State, Zip: _____