



## VOLUNTEER CONFIDENTIALITY AGREEMENT

This agreement applies to all volunteers associated with and/or involved in the activities or affairs of the Immigrant and Refugee Community Organization (IRCO). This includes all activities associated with IRCO at all IRCO locations. All data, materials, knowledge and information generated through, originating from, or having to do with IRCO or persons associated with our activities, including contractors, is to be considered privileged and confidential and is not to be disclosed to any third party. All pages, forms, information, designs, documents, printed matter, policies and procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, client, staff or public information is confidential and the sole property of IRCO. As used herein, "confidential information" means any trade secrets, confidential documentation, financial data, pricing data, corporate decisions and plans, procedures, and any other information designated by IRCO as confidential or proprietary. Confidential information may include protected health information (PHI) in electronic, paper or oral form that includes:

- Information that relates to an individual's past, present or future physical or mental health condition
- Information about the provision of healthcare to the individual and regarding payment for the individual's healthcare
- Information regarding Information that links individuals to PHI can include many common markers (e.g. name, address, birth date, SSN, etc.) but can be anything with reasonable basis that can be used to identify an individual.

This also includes, but is not limited to, any information of, or relating to, our staff, clients, operations and activities. This privilege extends to all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, automated and/or electronic form. Client information, including all file information, is not to be disclosed to any third party, under any circumstances, without the consent of the IRCO employee that is supervising you AND the Executive Director. Any disclosure, misuse, copying or transmitting of any material or data, whether intentional or not, will subject you to disciplinary action and/or prosecution, according to procedures set by IRCO and any applicable laws. Furthermore, there may be additional expectations of confidentiality under applicable laws such as HIPAA and FERPA. All volunteers should review IRCO's Policy 803 Confidentiality. Information like address, birthdate, and SSN must be maintained confidentially. Privacy laws require IRCO to:

- Establishes safeguards for the protection of protected health information and holds violators accountable
- Informs clients of their rights and our responsibilities for protecting protected health information
- Gives clients the right to inspect and obtain a copy of their own health record and request amendments
- Limits the release of protected health information to the minimum needed for the purpose of the disclosure
- Gives clients the right to request communications in a confidential or restricted manner

What you need to do:

- Be aware of the importance of privacy and actively support the safeguards in place

- Access protected health information only in the course of your assignments and only the minimum amount needed to perform your job
- Lock up protected health information when not actively using (Using locking file cabinets and don't leave out at night)
- Use privacy screens for computer monitors in public places and learn about and use encryption for emails containing protected health information
- Use screen locks for phones use and use IRCO desk or IRCO cellphones when communicating for work purposes
- Do not take confidential information out of IRCO's offices. Use "travel files" for home visits that contain no protected health information and dispose of protected health information by shredding
- Discuss protected health information only in locations where it cannot be overheard by anyone other than the intended recipient(s)
- Check with your supervisor before disclosing PHI to make sure the disclosure follows law and IRCO's policy and report any unauthorized disclosure to IRCO's HR within 24 hours

By signing below, I give my permission for IRCO to use photographs and videos that I am in for the purposes of promoting IRCO and its program to the general public in printed or electronic materials.  
**My signature signifies I agree to these terms and will abide by, adhere to and honor all of the above.**

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**PRINT NAME**

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**SIGNATURE OF VOLUNTEER**

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**DATE**

