



## Blazer Kitchen Volunteer Confidentiality Policy and Agreement

All information concerning clients, former clients, our staff, volunteers, and financial data, and business records of UAB Benevolent Fund Blazer Kitchen is confidential. "Confidential" means that you are free to talk about the Blazer Kitchen and about your program and your position, but you are not permitted to disclose clients' names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of client care and business ethics.

The Blazer Kitchen expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential.

Failure to maintain confidentiality may result in dismissal from volunteer role. This policy is intended to protect you as well as The Blazer Kitchen because in extreme cases, violations of this policy may result in personal liability.

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in professional working relationships. Part of what you learn is necessary to provide services to the client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person.

### **Acknowledgement of Confidentiality of Client Information**

I have read the Blazer Kitchen's confidentiality policy and agreement above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of the policy will lead to disciplinary action, up to and including dismissal from volunteer opportunities at the Blazer Kitchen.

Signature of Volunteer \_\_\_\_\_

Date \_\_\_\_\_ Printed Name \_\_\_\_\_