



Confidentiality Agreement for Interns, Volunteers, and Board Members

This Confidentiality Agreement is made and entered into on the _____ day of _____, 20____, by and between **Restart Training Center Ministry, Inc.** ("Organization") and _____ ("Intern/Volunteer/Board Member").

Confidentiality Policy

It is the policy of Restart Training Center Ministry, Inc. that all board members, interns, volunteers, and subcontractors will not disclose any confidential information belonging to, or obtained through their affiliation with, Restart Training Center Ministry, Inc. to any person—including relatives, friends, or professional associates—unless authorized by the Organization. This policy does not prevent disclosure where such disclosure is required by law.

Respecting the privacy of our clients, donors, members, staff, volunteers, and the Organization itself is a foundational value of Restart Training Center Ministry, Inc. Personal, financial, and identifying information is confidential and must not be discussed or shared without permission from the Executive Director. Care should also be taken to ensure that unauthorized individuals do not overhear confidential discussions, and that documents containing confidential information are properly secured.

Interns, volunteers, and board members may have access to information that is confidential, privileged, or proprietary in nature. Such information must be kept confidential both during and after service with the Organization. All materials containing confidential or privileged information must be returned at the end of employment, volunteer service, or board term.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will result in appropriate disciplinary action, including possible removal or dismissal.

Rationale

Confidentiality is the preservation of privileged information. During your service, personal and private information may be shared as part of a professional or helping relationship. Some information is necessary to provide services; other details are shared to build trust. Most of this information is protected by law, and improper disclosure could result in legal liability, harm to clients, and loss of trust.

Before beginning your assignment as an intern, volunteer, or board member, you should be aware of the laws and penalties for breaching confidentiality. Although the Organization may be liable for your actions performed within the scope of your duties, unauthorized disclosure could result in the Organization's refusal to support you in the event of legal action. Violations of confidentiality statutes may be punishable by fines and/or imprisonment.

Certification

I have read and understand Restart Training Center Ministry, Inc.'s policy on confidentiality as presented above. I agree to abide by this policy and will inform my supervisor immediately if I believe a violation (intentional or otherwise) has occurred. I understand that violating this policy may result in disciplinary action, up to and including termination of my service with Restart Training Center Ministry, Inc.

Printed Name: _____

Signature: _____ **Date:** _____

Acknowledgment of Client Confidentiality

I agree to treat as confidential all information about clients or former clients (and their families) that I learn during the performance of my duties as _____ (position title). I understand that it is a violation of policy to disclose such information to anyone without prior authorization from my supervisor.

Printed Name: _____

Signature: _____ **Date:** _____