

## **Person to Person**

### **Confidentiality Policy**

Person to Person (the "Agency") is committed to the highest standards of ethics and professional conduct. This commitment and standard of conduct governs our relationships with clients, donors, volunteers, board members, staff, the communities in which we operate, and with each other at every organizational level.

Through their work at Person to Person, staff, volunteers, and members of the Person-to-Person Board of Directors (the "Board"), may have access to personal and confidential information about the Agency's clients, donors, volunteers, Board members and/or employees (the "Confidential Information"). Such Confidential Information includes, but is not limited to, the names, addresses, contact telephone numbers, family members, services received at Person to Person or any other information about the Agency's clients, donors, volunteers, Board members and employees that is maintained by the Agency and not already public information.

Employees, volunteers and members of the Board of Directors may not disclose, divulge or make accessible the confidential information of clients, donors, employees and volunteers to any person, other than those individuals or organizations designated by the Agency's Chief Executive Officer as "Authorized Persons" who have a legitimate need for the Confidential Information and who, in turn, have accepted to be governed by Person-to-Person's Confidentiality Policy or by equivalent standards.

Discussions of confidential client information may be done only with the expressed and signed permission of the client, with the exception of discussion among P2P staff members for purposes of supervision and/or case management.

Orientation and training of new staff, volunteers and board members will include emphasis on the confidentiality policy and its related office procedures. This includes scholarship and campership volunteers.

Confidential information which is in the possession of staff, volunteers or board members must be returned to P2P at the conclusion of the individual's association with P2P.

All volunteers having access to any financial records or other information of a personal nature must acknowledge this responsibility by signing the Confidentiality Agreement.

**Person to Person**  
**Confidentiality Policy Agreement**

I. Background

Out of respect for our clients and the privacy of all individuals associated with Person to Person, volunteers, staff, and members of the Board of Directors of Person to Person are expected to adhere to the Confidentiality Policy at all times. In accordance with the Person to Person Confidentiality Policy, all volunteers having access to any financial, personal or other records or information of a personal nature must acknowledge this responsibility by signing the Confidentiality Agreement.

II. Agreement

As an employee, volunteer, or member of the Board of Directors, I understand that I may not disclose, divulge, or make accessible the confidential information of clients, donors, employees, or volunteers to any person other than persons who have a legitimate need for such information and to whom the clients, donors, employees, and volunteers have authorized disclosure.

I may not discuss or disclose any confidential client information without the expressed and signed permission of the client, except among Person to Person staff for purposes of supervision and/or case management.

At the conclusion of a program assignment or my association with Person to Person. I will return any confidential information which is in my possession.

I have read Person to Person's Confidentiality Policy, and I agree to abide by this policy at all times during my association with Person to Person.

Full name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_