



## Restorative Resources Volunteer Agreement to Maintain Confidentiality

This agreement is between Restorative Resources and \_\_\_\_\_. Its purpose is to document that the volunteer agrees to hold in complete confidence any and all information acquired while working in any capacity for Restorative Resources about the identity of individuals we serve.

Strict confidentiality applies to all written and verbal communications, and includes but is not limited to:

- Client identifying information such as names
- Dates services are provided to clients
- In the case of offenders, any information about charges and dispositions
- In the case of victims, any information about their participation in our programs

It is further agreed that under no circumstances will the volunteer keep written notes pertaining to clients, nor will the volunteer remove confidential client notes from the offices of Restorative Resources or make copies of them except as expressly requested by, and under the supervision of staff.

In the event the volunteer feels a need to speak about information acquired about clients in a manner that includes any specifics that could conceivably enable a listener to identify the person(s) about whom the volunteer is speaking, it is agreed that the volunteer will do so only with Restorative Resources staff.

Agreed:

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

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

Reviewed with Volunteer by (staff): \_\_\_\_\_