



## Confidentiality/Non-Disclosure Agreement

As a St. Mary's Food Bank Alliance (SMFBA) partner organization, it is required that all staff and volunteers respect the privacy of the individuals you serve and maintain their personal information confidential while performing their assigned duties.

I, (volunteer or staff) understand that all information regarding the individuals receiving services is strictly confidential and may not be discussed with any unauthorized person. Furthermore, I have a legal and ethical responsibility to protect the confidentiality and security of all personal information to which I have access while carrying out my duties.

Confidential information may include but is not limited to: name, address, phone numbers, email, household composition, documentation, conversations, and messages. Confidential information may be from any source or in any form (oral, written or electronic).

I have read the statement above and agree to maintain strict confidentiality of all client information obtained during my volunteer work and/or professional duties.

\*\*Directors/Coordinators will be required to sign a copy of this document and provide it annually to your Agency Services Specialist. Also, agree to maintain signed volunteer confidentiality forms on file at the facility.

Name of partner organization: \_\_\_\_\_

Name of staff/volunteer (Print): \_\_\_\_\_

Staff/volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_