Community Action Agency of Delaware County, Inc.

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Edward T. Coleman
Chief Executive Officer

Patrick G. Tomlinson
PRESIDENT, BOARD OF DIRECTORS

Volunteer Confidentiality Agreement

This agreement applies to all volunteers associated with and/or involved in the activities or affairs of Community Action Agency of Delaware County, Inc. (CAADC) and its affiliate corporations and partnerships. This includes all activity associated with CAADC at its main office and all outreach site locations.

ALL DATA, MATERIALS, KNOWLEDGE AND INFORMATION GENERATED THROUGH, ORIGINATING FROM, OR HAVING TO DO WITH CAADC OR PERSONS ASSOCIATED WITH OUR ACTIVITIES, INCLUDING CLIENTS, IS TO BE CONSIDERED PRIVILEGED AND CONFIDENTIAL AND IS NOT TO BE DISCLOSED TO ANY THIRD PARTY. ALL PAGES, FORMS, INFORMATION, DESIGNS, DOCUMENTS, PRINTED MATTER, POLICIES AND PROCEDURES, CONVERSATIONS, MESSAGES (RECEIVED OR TRANSMITTED), RESOURCES, CONTACTS, E-MAIL LISTS, E-MAIL MESSAGES, CLIENT, STAFF OR PUBLIC INFORMATION IS CONFIDENTIAL AND SOLE PROPERTY OF CAADC.

This also includes, but is not limited to, any information of, or relating to, our staff, clients, operations and activities. This privilege extends to all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, microform, automated and/or electronic form.

Client information, including all file information, is not be disclosed to any third party, under any circumstances, without the consent of the CAADC employee that is supervising you and the Chief Executive Officer.

Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, will subject you to disciplinary action and/or prosecution, according to the procedures set by CAADC and any applicable laws.

My signature signifies I agree to these terms and will abide by, adhere to and honor all of the above.

_____ _____

Signature of Volunteer Date

_____ _____

Signature of CAADC Employee Supervising Volunteer Date