VOLUNTEERS CONFIDENTIALITY AGREEMENT

1. **Purpose**. Volunteers at Still Creek Ranch & Still Creek Christian Academy may encounter personal and sensitive information about our residents, community kids, and staff. The purpose of the Confidentiality Agreement is to protect their identity and privacy.
2. **Confidential Information**. Confidential information including files and/or documents should never be discussed, shared or released to a third party. Confidential information includes, but is not limited to, the following:
3. Identifying information about our residents, community kids and staff, including name, address or phone number;
4. Information relating to residents, community kids and staff family members.
5. Information about abuse, trauma, and/or persecution experienced by the resident, community kids or staff; and
6. Any other information that would potentially place the residents, community kids or staff at Still Creek Ranch at risk.
7. **Terms.** By signing this Confidentiality Agreement, you agree to the highest ethical standards and to abide by the following provisions.
8. All communication between Still Creek Ranch & Still Creek Christian Academy volunteers, residents, community kids and staff is confidential.
9. The Volunteer shall not disclose confidential information to a third party without Still Creek Ranch & Still Creek Christian Academy’s knowledge or consent.
10. I understand that as a volunteer, I have a duty to keep the information of residents, community kids and staff confidential throughout my term as well as after my volunteer status ends.
11. I understand that my failure to abide by the terms of this Confidentiality Agreement may result in the termination of my participation as a Volunteer at Still Creek Ranch & Still Creek Christian Academy.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*print name*), have read the above Confidentiality Agreement and understand its terms and my responsibilities as a volunteer.

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Volunteer Signature Date

OFFICE USE ONLY:

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Volunteer Coordinator Signature Date