



"Creating a caring community for older adults in need."

**299 Van Deren, Suite 2
Sedona, AZ 86336
Tel: 928-204-1238
Fax: 928-203-9503**

Confidentiality Agreement

The Verde Valley Caregivers Coalition strives to protect the confidentiality of its neighbors and volunteers, and VVCC volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer; whether this information involves a prospective, current or past neighbor, board member, or staff member, another volunteer, or the overall organization. Breaching confidentiality can be hurtful to the neighbors we serve, to other volunteers and to VVCC staff. The failure to maintain confidentiality may result in the termination of a volunteer's relationship with VVCC.

By signing this agreement, I agree that:

I will not reveal the identity, history, services received or location of any neighbor, except to other authorized VVCC staff members or volunteers;

I will exercise discretion and caution when discussing any matters pertaining to VVCC with other authorized volunteers or staff members, when it is possible that my conversation may be overheard by others;

I will not participate in any discussions about any VVC neighbors while "off duty" and not acting in my capacity as a volunteer; and

I will keep all personal information (location, health and medical, financial), activities, conversations and records relating to VVCC, its neighbors, staff and volunteers, strictly confidential at all times, and use the information only for VVCC services.

I understand that a neighbor's right to confidentiality does not end when I stop my volunteer activity with them, or when they stop receiving services from VVCC.

Signature of volunteer, phone, date

Printed Name