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**Confidentiality Policy Statement**

As a volunteer, I hold in high esteem the right of our clients to have their privacy protected. Any information shared by them will be kept in strict confidence. I will guard against any conversation that would violate confidentiality by being discreet about what I discuss both within and outside (with family, friends, spouse, church small groups, etc.) the ministry. I will share with the necessary staff any sensitive information and will do so with concern for the welfare of the organization and the clients. I am aware that certain information pertaining to internal matters should be maintained confidential.

By signing this document, I am agreeing to keep confidential all information about our clients. I will:

* Prepare records carefully, being accurate and professional
* Physically safeguard records and other confidential materials by guarding them carefully while in use and keeping them locked when not in use
* Release confidential information from client records only with the express written permission of the client.
* Guard against informal violations of confidentiality by being very discreet about what I discuss both within and outside the organization
* Only seek access to the records with which I am personally involved
* Continue to observe the procedures protecting confidentiality after my time with Mosaic PHC is over
* Not share usernames and passwords for Ekyros to non-volunteers/staff
* Ask client’s consent for Mosaic PHC identification prior to a return phone call or text

Infractions of the above agreements are defined as being of two types:

* Type 1: Intention and serious – This is when a volunteer knowingly and deliberately commits a breech of client confidentiality. The commitment of a Type 1 infraction will result in a discussion of the infraction between volunteer and supervisor and immediate dismissal.
* Type 2: Unintentional and moderate – This is when by carelessness, forgetfulness or poor judgment, a volunteer places in jeopardy the confidential record or information regarding the client. The commitment of a Type 2 infraction will be discussed with the volunteer by the immediate supervisor and noted in writing the volunteer’s personal record and could be considered grounds for dismissal.

*I am familiar with the Confidentiality Policy Statement and agree to adhere to the guidelines set forth in this document. In addition, I am aware that certain information pertaining to internal matters of Mosaic Pregnancy & Health Centers should be maintained confidentially. Sharing about agency policies, newsworthy issues and other sensitive information should be done with concern for the welfare of the organization.*

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Signature Date