



STATEMENT OF CONFIDENTIALITY FOR VOLUNTEERS

I understand that in assuming my responsibilities as a volunteer for Samost Jewish Family & Children's Service of Southern New Jersey (JFCS), I may have access to personal and medical information about some of the agency's clients. The relationship between the Samost Jewish Family Services of Southern New Jersey and the people it serves is confidential. Protecting that relationship is an essential part of the agency's obligation to its clients. All JFCS volunteers are expected to observe the principal of confidentiality in obtaining and releasing information about clients. Information about clients is made known to volunteers as representatives of JFCS and is to be used only for the purpose of providing service.

Specifically, this means you may not:

- Use a client's name in any conversation outside the agency setting
- Discuss one client's problems with another client
- Describe a client's case in such a manner that the client could be identified outside the agency setting
- Give out any information, written (including copies) or oral (by phone or in person) to anyone outside the agency setting. This includes telling anyone you have ever even had contact with the client.
- Remove any records or papers from the agency setting that contain client information without written permission from all persons involved

By initialing the box you agree that you have read and understand the standards regarding confidentiality and agree to abide by our policy.