



### **Confidentiality Policy and Volunteer/Intern Agreement**

Due to the nature of New Freedom Farm’s program, we are entrusted with sensitive personal information. Our clients are entitled to assurance of protection from unwarranted invasion of personal privacy. The Privacy Act, State and Federal Laws, regulations from licensing agencies and our basic constitutional rights are designed to protect us all from unwarranted invasion of privacy. This includes taking photos and posting them on social media sites – not everyone wishes to have their image online.

No information about a client, including enrollment or residence, is written or any other form, may be disclosed to any person or organization without proper authorizations. (The only exception is a life-threatening emergency, in which necessary medical information may be disclosed to emergency personnel to expedite treatment.) New Freedom Farm staff is responsible for reviewing all requests for information to ensure that the proper authorization has been obtained.

Again, our records contain sensitive client information, which is protected by law from unauthorized disclosure. New Freedom Farm holds the moral and legal obligation to protect the interests of both our clients and employees. The signing of this confidentiality agreement shall represent the undersigned volunteer/intern’s commitment to protect the privacy of our clients, both past and present.

I HAVE READ THE ABOVE AND AGREE TO MAINTAIN THIS POLICY DURING AND AFTER MY TENTURE WITH NEW FREEDOM FARM. I REALIZE THAT THIS DOCUMENT WILL BECOME A PERMANENT PART OF MY VOLUNTEER/INTERN FILE. I FURTHER REALIZE THAT FAILURE TO COMPLY WITH THE POLICIES ON CONFIDENTIALITY COULD RESULT IN FORMAL REPRIMAND OR TERMINATION OF POSITION, DEPENDING ON THE CIRMUSTANCES INVOLVED.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_