

Volunteer Confidentiality Agreement

Welcome to Camp Solomon Schechter (CSS). Protecting the confidentiality, privacy and security of Confidential Information is a professional responsibility and an ethical norm in youth service settings, including CSS. It is also required by law. In consideration of CSS allowing you to visit, you agree to the provisions of this Confidentiality Agreement (“Agreement”).

“Confidential Information” refers to information, in any form or medium (e.g., verbal, written or electronic), including notes, copies and summaries, maintained, received, created or requested by CSS that identifies, or can be used to identify, any individual and that relates to the physical or mental health of the individual, the provision of health care to the individual or is treated, or designated, by CSS as confidential or for which CSS is under an obligation to keep confidential. Examples of Confidential Information include:

- Medical and psychiatric records or information of campers or their family members
- Camper records
- Computerized camper data
- Detailed donor demographics
- Internal CSS financial reports
- Any human resource information about Directors, employees or volunteers
- Contracts with vendors
- Any verbal information provided in reference to the above

By signing this Agreement, you agree to:

- Respect, safeguard and protect the confidentiality, privacy, security and integrity of all Confidential Information; protect against the unauthorized disclosure of Confidential Information.
- Comply with all applicable laws and CSS policies, procedures and practices protecting confidentiality, privacy and security of personal information.
- Not act or fail to act in a manner that would cause CSS to not be in compliance with such laws or such policies, procedures or practices.
- Use or disclose Confidential Information only for legitimate and appropriate work-related purposes.
- Not let anyone have access to or learn your computer password or other information that gives you access to Confidential Information.
- Only connect electronic devices (e.g., laptop or PDA) to the Schechter - Guest Network.
- Not connect any devices (e.g., laptop, PDA, or memory stick) to CSS’s regular computer network.
- Not leave Confidential Information in an insecure place.
- Destroy (e.g., shred) hardcopy Confidential Information when no longer needed.
- Use or disclose the minimum necessary Confidential Information, including de-identified information, whenever possible.

- Not discuss Confidential Information in a public place or within hearing of other people who do not have a need to know about the Confidential Information.
- Not use or disclose Confidential Information in a way that is detrimental to CSS.
- Direct any questions you have regarding this Agreement or confidentiality as it pertains to CSS to either your CSS Liaison or a CSS supervisor.
- Report any activities that you suspect may pose a risk to the confidentiality, privacy and security of Confidential Information.
- Be responsible for your own compliance with this Agreement.

This Agreement does not expire and shall be construed and interpreted liberally in favor of protecting Confidential Information. Breach of this Agreement is grounds for termination of your relationship with CSS. You have voluntarily signed this Agreement on the date indicated below.

Visitor Signature

Date

Visitor Printed Name

CSS Staff Member Signature

Date