

VOLUNTEER CONFIDENTIALITY CONTRACT

Confidentiality Contract

Volunteers who are providing service in the SMCCCD and its colleges work in programs and offices that contain confidential records and information. Volunteers are not to seek or use any such information other than that which is necessary to fulfill their assigned duties.

Volunteers must not divulge or otherwise release confidential records or information in written or verbal form to anyone except the person of record, as positively identified with an official government issued picture identification, e.g., DMV issued identification or driver's license, passport. Volunteers should request the assistance of a college staff member before releasing any confidential records or information.

Confidential records or information may be released to appropriate requesting agencies or individuals only after approval from an authorized staff member has been given.

I understand misuse confidential information and records will result in service separation. Additionally, I fully understand that if I divulge or misuse confidential information, my volunteer services will be discontinued and I may be liable to civil and criminal prosecution pursuant to federal and state laws and regulations.

Volunteer Name

Volunteer Signature

Date

Authorized Name

Authorized Signature

Date