



Shepherd's Table Volunteer Confidentiality Agreement

This agreement applies to all volunteers associated with and/or involved in the activities or affairs of Shepherd's Table.

All data, materials, knowledge and information generated through, originating from, or having to do with Shepherd's Table or person(s) associated with our programs, is to be considered privileged and confidential, and is not to be disclosed to any third party. This includes Shepherd's Table staff, volunteers, clients, and vendors. All printed material(s), digital communication, in-person interactions, contacts, and client, staff or vendor information is confidential and the sole property of Shepherd's Table.

This also includes, but is not limited to, any information of, or relating to, our staff, clients, operations and activities. This privilege extends to all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, automated and/or electronic form.

Client information, including all file information, is not be disclosed to any third party, under any circumstances, without the consent of the Director or Associate of the Resource Center. Photography with/of clients is prohibited, in order to maintain privacy.

Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, will subject you to disciplinary action and/or termination of volunteering, according to the policy set by Shepherd's Table.

We appreciate your partnership, and by agreeing to these terms, you will abide by, adhere to and honor the above.