

Plainfield Area Interfaith Food Pantry Confidentiality Agreement

(Signature required only at the time of training)

Pledge of Confidentiality

All client information, activities, conversations, and records must be kept strictly confidential. Any information concerning prospective, current, and past clients may not be released. This policy applies to all Plainfield Area Interfaith Food Pantry volunteers and Board of Director members.

Client confidentiality applies at all times. A client's right to confidentiality does not end when a client ceases receiving services. Therefore, the disclosure of any information regarding a former client is prohibited. Only the client may authorize release of information.

I agree that I will not reveal the identity, history, services received, or location of any client unless authorized by a director. I will not participate in any discussion pertaining to Plainfield Area Interfaith Food Pantry clients while off duty, and will discourage such discussion. When at Plainfield Area Interfaith Food Pantry I will share information about clients only when vital to staff inquiries. I will respect the privacy of all Plainfield Area Interfaith Food Pantry volunteers by not disclosing their personal information to anyone without prior consent.

I understand that breach of this agreement may result in my immediate dismissal.

Printed Name: _____

Signature: _____

Date: _____