

## **University of Illinois Extension**

### **Volunteer Services Confidentiality Statement**

I, the undersigned, do hereby acknowledge that in my volunteer role for University of Illinois Extension, I may have access to confidential information contained in the records of other volunteers serving the organization.

I agree that I shall not disclose any such confidential information maintained by University of Illinois Extension to any unauthorized person, and I will adhere to confidentiality guidelines of the University of Illinois.

I acknowledge and agree that disclosure by me of confidential information obtained by me in the course of my volunteer status could be cause for termination from my volunteer position.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Signature

I, the undersigned, do hereby certify that I have discussed the guidelines for confidentiality with the volunteer named above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension Representative Signature

## **CONFIDENTIALITY REQUIREMENTS**

- 1) All persons involved in the volunteer screening process and with access to the personnel files will be informed on the importance of confidentiality. Each should sign a form agreeing to protect privacy of individuals.
- 2) All reference forms/applications/notes on interviews must be kept in a locked file, which can be accessed, by only the volunteer personnel committee and professional staff members responsible for youth programs.
- 3) All information on applicants and why they are accepted or rejected, as a youth program volunteer must also be kept confidential. Only the volunteer personnel committee should be involved in discussing applicants.