

## Confidentiality Statement

Volunteers for the City of Topeka Social Services Grant Committee have a responsibility to not disclose information and to consider all information received in their function as confidential.

**I understand that information gained during the course of my volunteer work with the City of Topeka is confidential.** Specifically, information about the organization, its donors, employees, partner agencies/programs, and clients shall be kept confidential except where it directly relates to duties as a volunteer for the City of Topeka Social Services Grant Committee.

Any unauthorized access to the organization, donor, employee, partner agency/program or client information is prohibited and will be considered a breach of confidentiality. Such breach of confidentiality extends to having, communicating, or distributing such information electronically, in hard copy, or in any other form except when in the process of carrying out my duties as a volunteer.

Upon completion/termination of my volunteer work with the City of Topeka and United Way of Kaw Valley as the vendor, I shall not take with me, without first obtaining the written consent of the CEO/President of the organization, any document (original or reproduction) or any tangible evidence of confidential information or data belonging to or under the control of the organization.

I have read (or had read to me) and understand the above information and agree not to view, obtain, or release any information except as required by duties in my volunteer function with the City of Topeka. I understand that to do so will be considered a serious breach of confidentiality and appropriate action will be taken.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Print Name\_\_\_\_\_