

Catholic Charities CONFIDENTIALITY GUIDELINES

Respect for confidentiality is an important ethical principle that guides all Catholic Charities activities and provisions of service to clients. The agency strives to protect the privacy of the relationships established with clients, employees, volunteers and other related groups. This means that the identity and records of clients recognized at Catholic Charities are to be protected. If one encounters someone known, it is preferable to let that person greet you first, as he/she may not wish to acknowledge knowing you. Encounters with persons who are clients and identifying information about clients should not be discussed except with Catholic Charities staff members or other volunteers and only when the work requires it.

What is seen or heard here must stay here.

In addition to moral and ethical demands for confidentiality, identifying information about clients is protected by Federal regulations, including 42 CFR, Part II, which applies to information about alcohol and drug abuse clients. Catholic Charities complies with all of these federal regulations. The fine for wrongful release of such information can be \$5,000 or more.

Regarding other types of information, Catholic Charities has identified specific employed personnel as responsible for releasing any information. A volunteer must always refer requests for information to an appropriate employee, generally the person supervising the volunteer's work.

I have read and understand Catholic Charities' Confidentiality Guidelines stated above and agree to abide by them.

I also hereby certify that the facts set forth in the attached application are true and complete to the best of my knowledge. Furthermore, I understand that completing this application does not ensure a volunteer placement at Catholic Charities.

Signature _____ Date _____

Printed name _____

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Permission to be Photographed or have Media Exposure

This permission is voluntary for those doing volunteer work with Catholic Charities.

Catholic Charities asks permission to be free to photograph you or otherwise allow for media exposure for use in informing the public about the work of the agency. It is required that we make you aware of our intentions to use your picture or other media exposure by getting your signature (and/or that of your parent/guardian, if you are under 18 years of age) to authorize such use. Authorization for use releases Catholic Charities and its agents from any and all claims for use of these images. If you choose NOT to sign this release, we will not allow you to have media exposure. The proper signature/s below acknowledges your understanding and acceptance of this agreement.

Volunteer's signature _____ date _____

Parent/guardian signature (if required) _____ date _____