



## Volunteer Confidentiality Agreement

All client information, activities, conversations, and records must be kept strictly confidential. Any information concerning prospective, current, and past clients may not be released. There is to be no photographing, video or audio taping of The Future Is Today Foundation (FTF) clients.

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 also prohibited.

I agree that I will not reveal the identity, history, services rendered, or location of any client. I will not participate in any discussion pertaining to The Future Is Today Foundation (FTF) clients while off duty and will discourage such discussion.

All information and records obtained in the course of providing services to either voluntary or involuntary clients or visitors shall be strictly confidential.

Confidential information includes, but is not limited to, the following:

1. Identifying information about voluntary or involuntary clients, including names, addresses, and phone numbers.
2. Identifying information about volunteers and staff including names, addresses, and phone numbers.
3. Information relating to families of clients.
4. Any other information that would identify clients or potentially place clients and or family members at risk.

**A breach of confidentiality is a serious infraction and can result in termination of your participation in the volunteer program and possible liability in a law suit.**

Pledge of Confidentiality:

I hereby certify by my signature that I will not give information about The Future Is Today Foundation (FTF) clients, visitors, staff, or volunteers to unauthorized persons. I understand that doing so would be a serious violation of agency policy and may result in termination of my participation in the volunteer program.

This signed statement will as of this date become a part of my volunteer file.

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Volunteer Signature

Aime Kalangwa

Chairperson, Executive Director of the Company and Founder

Signature of Staff Sponsor

Volunteer Confidentiality Agreement

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Date