

Confidentiality Agreement

This Confidentiality Agreement ("Agreement") is entered into on this ____ day of _____, 20____, by and between Guided Path Terminal Cancer Support ("the Organization") and _____ ("the Volunteer").

1. Purpose

The purpose of this Agreement is to ensure that all confidential information obtained by the Volunteer during their involvement with the Organization is protected and used solely for the purpose of fulfilling their volunteer responsibilities.

2. Definition of Confidential Information

Confidential Information includes, but is not limited to:

- Personal information about clients, their families, and caregivers.
- Medical or health-related information.
- Financial information related to the Organization or its clients.
- Internal policies, procedures, and operational details of the Organization.
- Any other information designated as confidential by the Organization.

3. Obligations of the Volunteer

The Volunteer agrees to:

- Maintain the confidentiality of all information obtained during their service with the Organization.
- Use Confidential Information only for the purpose of performing their assigned volunteer duties.
- Refrain from disclosing any Confidential Information to third parties without prior written consent from the Organization.
- Take reasonable measures to protect the confidentiality of information, including securing physical and electronic records.

4. Exceptions to Confidentiality

The obligations of confidentiality do not apply to information that:

- Is publicly available or becomes publicly available without a breach of this Agreement.
- Is disclosed with the prior written consent of the Organization.
- Is required to be disclosed by law, regulation, or court order, provided that the Volunteer notifies the Organization promptly to allow it to seek a protective order or other appropriate remedy.

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5. Return of Confidential Information

Upon termination of the Volunteer's service with the Organization, the Volunteer agrees to return all documents, materials, and electronic files containing Confidential Information to the Organization. The Volunteer further agrees to delete or destroy any copies of such information in their possession.

6. Term of Agreement

This Agreement remains in effect for the duration of the Volunteer's involvement with the Organization and indefinitely thereafter concerning Confidential Information obtained during their service.

7. Consequences of Breach

The Volunteer acknowledges that unauthorized disclosure of Confidential Information may result in harm to the Organization, its clients, or its stakeholders. The Organization reserves the right to take appropriate legal or disciplinary action in the event of a breach of this Agreement.

8. Acknowledgment

By signing this Agreement, the Volunteer acknowledges that they have read, understood, and agree to the terms and conditions outlined above.

Signatures:

Volunteer Name: _____

Volunteer Signature: _____

Date: _____

Organization Representative Name: _____

Organization Representative Signature: _____

Date: _____