

American Cancer Society, California Division, Inc., Volunteer Confidentiality Agreement

This form is to be used with all volunteers that have access to the American Cancer Society's facilities, computers, and constituent data and information.

Message to Volunteers: We welcome you to the American Cancer Society. In an effort to provide the highest quality of services, maintain the confidence of our constituents, families and staff, preserve integrity, safety and respect, and comply with laws and regulations, we ask that you take the time to read and complete this Volunteer Confidentiality Agreement. Thank you for your understanding and cooperation. If you have any questions, please contact *Your Staff Partner* or *Your Regional Vice President*.

Confidentiality Agreement

I understand that the American Cancer Society has a legal and ethical responsibility to maintain constituent privacy, including obligations to protect the confidentiality of constituent medical information and identity and to safeguard the organization's other confidential information. As a condition of my affiliation as a volunteer for the American Cancer Society, California Division, Inc., I understand that I must sign and comply with the following confidentiality provisions and agree that:

- I will disclose constituent information and/or confidential information only if such disclosure complies with the American Cancer Society policies and is required for the performance of my duties.
- I will not view or access any constituent information or confidential information, other than what is required to perform my assigned duties. If I have questions about whether access to certain information is required for me to do my job, I will immediately ask an American Cancer Society employee or designated volunteer for clarification.
- I will not make inquiries or discuss any constituent information with any individual who does not have proper authorization to access or hear such information. This includes refraining from discussing any constituent information in public areas even if specifics such as constituent's name are not used.
- I will not make any unauthorized copies, transmissions, disclosures, inquires or modifications of constituent information or confidential information. Such unauthorized transmissions include removing and/or transferring constituent information or confidential information from the American Cancer Society's computer system to unauthorized locations, such as home.
- Any personal access codes, user Ids, access keys and passwords used to access computer systems or other equipment shall be kept confidential at all times.
- Upon completion of my volunteer services, I will immediately return all property (including keys, documents, ID badges, etc) to the American Cancer Society.
- **I am aware that the American Cancer Society, in order to hold individuals accountable for improper use of data, has the ability to track database system usage and to identify employees and volunteers who have accessed, printed, or forwarded constituent information.**

I HAVE READ AND AGREE TO ABIDE BY THE CONFIDENTIALITY AGREEMENT ABOVE:

Signature and Date

Print Name