



Center for Creative Arts Hamilton County Magnet Schools Volunteer Confidentiality Agreement

In my capacity as a volunteer at Center for Creative Arts, I understand that confidentiality is an expectation. By signing this agreement, I acknowledge the following:

- I understand that I may, as a part of my duties, learn personal information about students, parents or staff.
- I understand that this document is intended to inform me of my responsibility to obey the rules of confidentiality and of the liabilities associated with a breach of confidentiality.
- I understand that any personal information learned at CCA (including but not limited to names, dates, facts about a person) is to be held in strictest confidence.
- I understand that the rules of confidentiality are federal and state laws intended to protect people from invasion of privacy. All staff and volunteers at CCA are bound by these rules.
- I understand that there are penalties associated with a violation of rules of confidentiality that can include immediate dismissal from my duties as a volunteer.
- I understand that by signing this document, I am promising to hold all information about students, parents or staff members in confidence, and that I will not tell anyone, even a close friend or family member, what I have learned about a person or family during my work at CCA.
- I understand that this agreement does not preclude my sharing information that indicates a child might be ill, abused, or otherwise at risk with the appropriate staff member and that I am, in fact, obligated to share such information.

Signature

Date