



Policy Name: <p style="text-align: center;">CONFIDENTIALITY AGREEMENT - VOLUNTEER</p>	Policy Number: <p style="text-align: center;">0816</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">SEPTEMBER 19, 2012</p>
Reason for Revision: <i>Click on item below and select item from list.</i> <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">New format being used</p>	Date Revised: <p style="text-align: center;">November 8, 2018</p> Next Date for Review: <p style="text-align: center;">November 8, 2018</p>
Section: <p style="text-align: center;">Section 08 - Volunteer Services - Administration</p>	Page No: <p style="text-align: center;">Page 1 of 2</p>

Policy

The Salvation Army Agapé Hospice (Agapé Hospice) requires all volunteers to handle any and all sensitive hospice transactions gained through the course of their regular job duties in a confidential and appropriate manner.

Volunteers agree that if confidential information is not effectively protected, the operations and reputation of Agapé Hospice may be threatened, and may suffer irreparably.

Volunteers of Agapé Hospice are required to keep all confidential information and relevant knowledge regarding the hospice confidential both during and after their term of employment. These practices have been adopted as they have been deemed essential to the protection of Agapé Hospice.

POLICY ELEMENTS

1.1 Confidentiality Agreement

- In working for Agapé Hospice, volunteers shall not divulge, disclose, provide or disseminate Confidential Information to any third party not employed by Agapé Hospice at any time, unless Agapé Hospice gives written authorization. Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of volunteer duties for Agapé Hospice. Reasonable efforts will be made to limit access to confidential information to only those who need to know the information and those persons will be advised that the information is to be kept confidential until it has been publicly disclosed by an Agapé Hospice spokesperson.
- Volunteers having knowledge of undisclosed Confidential Information regarding Agapé Hospice or any third parties currently engaged in negotiations with Agapé Hospice to whom undisclosed Confidential Information may need to be disclosed, are prohibited from trading confidences of Agapé Hospice, or of any such third party until the information has been fully disclosed and widely disseminated.



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- Volunteers that are neither official spokespersons nor permanently and/or temporarily designated spokespersons cannot, under any circumstances (including on a “no-names” or “off the record” basis), respond to inquiries from the media or regulators, unless specifically asked to do so by an official spokesperson. All inquiries from the media and the public are to be referred to The Salvation Army, Public Relations Department.

CROSS REFERENCES

Policy 0921 – Confidentiality

Policy 1028 – Confidentiality Agreement – Employees

The Salvation Army Canada & Bermuda Territory Volunteer Manual – Confidentiality Policy

REQUIRED FORMS AND EQUIPMENT REFERENCES

Electronic forms location – FORMS

Hardcopy forms location – Only electronic forms.

1. Acknowledgment and Agreement/Statement of Confidentiality