



Volunteer Confidentiality Agreement

- I recognize that any and all information shared with me as part of my duties as a volunteer is confidential and shall not be divulged to unauthorized individuals, agencies, or organizations.
- I will not copy, transcribe, record, or memorize confidential information in any manner, nor disclose or use such information for any purpose other than for the limited purpose of providing the assigned services at the Prairie Paws Animal Shelter.
- I hereby absolutely and unconditionally release and discharge Prairie Paws Animal Shelter, including its employees, successors, assigns, directors, officers and agents, from and against any and all claims, obligations and liabilities, of every nature and kind whatsoever, relating to or arising from my participation with the volunteer program including, but not limited to personal injury.
- I will only serve as an agency representative in the community or media spokesperson when authorized to do so by the Volunteer Coordinator.
- I will correct, when possible, misleading or inaccurate information and representations made by others concerning Prairie Paws Animal Shelter policies, practices and procedures.
- I will maintain and safeguard the confidentiality of all business, donor, employee, volunteer and animal records, credit and financial information and/or any information relating to the operation of the agency that is not known or readily accessible to the public.
- I will avoid engaging in any conduct that is or could be perceived as a conflict of interest. Refrain from using the Prairie Paws Animal Shelter property, services or supplies for personal reasons unless given prior permission by the appropriate staff member.
- I will contact the Volunteer Coordinator if I have any questions or concerns about the Prairie Paws Animal Shelter's policies, procedures, interpersonal communications or my volunteer responsibilities.
- In order to remain in good standing, I understand that I am required to consistently adhere to the Volunteer Code of Conduct.
- I understand that any unauthorized release of photographs taken in or around the Prairie Paws Animal Shelter can result in dismissal from the volunteer program and legal action may occur.
- I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality.
- I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal and/or possible liability in any legal action arising from such breach.

Print name of Employee/Student/Volunteer

Date

Signature of Employee/Student/Volunteer

Date

Signature of Staff Witness

Date