



CONFIDENTIALITY AGREEMENT

Agency Volunteers have an obligation to respect the privacy of Let's Help, Inc. clients, program participants, contributors, and staff. And will maintain the confidentiality of all agency records and information that is obtained in the course of conducting business on behalf of Let's Help, Inc.

Agency Volunteers shall implement administrative, physical, and technical safeguards to ensure the confidentiality, integrity, and availability of personal and protected health information (PHI) that it creates, receives, maintains, or transmits on behalf of Let's Help, Inc., as required by HIPPA Privacy and Security Rules and Family Educational Right and Privacy Act.

Agency Volunteers have a responsibility to avoid disclosure of non-confidential internal information about Let's Help, Inc. and it's Volunteers. This responsibility is not intended to impede normal business communications and relationships, but is intended to remind you of your obligation to use discretion to safeguard agency internal affairs. If you have any questions in any situation, you should consult with the Executive Director.

Employee, client, and program participant records are legally protected confidential records and are property of Let's Help, Inc. This means the records are maintained by Let's Help, Inc. and must be kept in locked file cabinets at all times, except when they are being reviewed or supplemented by authorized personnel. Records should never leave the office, except as approved by the supervisor or the Executive Director.

Signing below signifies that the Agency Volunteer agrees to the terms and conditions of the agreement stated above.

Agency Volunteer's Signature

Date

Agency Representative's Signature

Date