



Come as you are. Start anew.

### Confidentiality Policy

It is the policy of ANEW Place that volunteers will not disclose confidential information belonging to, or obtained through their affiliation with ANEW to any person, without authorization. ANEW volunteers are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information. It is the policy of ANEW that such information included, but not limited to, the following must be kept confidential both during and after the employment period.

- **Financial Information and Business Records:**

Volunteers may be exposed to business information, which is confidential and/or privileged and proprietary in nature. Confidential information includes, but is not limited to, any ANEW plans, processes, reports, financials, policies, business or strategic plans, compensation data, and donor information and names.

- **Guest Information:**

All volunteers of ANEW Place are responsible for maintaining and protecting the confidentiality of information as it relates to the guests and program participants of ANEW, herein referred to as "guests." Any information concerning prospective, current, and past guests may not be divulged without explicit consent.

- **Agreement:**

As a volunteer of ANEW Place you are agreeing to the following:

I understand that for safety, respect for privacy, and legal reasons, all information pertaining to anyone who seeks or has received the services of ANEW Place must be kept confidential. I agree that I will not reveal the identity, history, services received, or location of any guest unless a *Release of Information* form is signed and I am authorized to do so by the Executive Director. I understand that this means I will not share with any third party, except those designated by the signed *Release of Information* form, that a guest is currently or has previously stayed at ANEW Place. I agree that I will not participate in any discussion pertaining to guests with anyone except ANEW staff. This includes conversations that may be easily overheard by other guests. I further agree that I will not disclose any ANEW record information, including but not limited to, the items outlined above in the Financial Information and Business Records section.

Volunteer  
Acknowledgment & Confidentiality Form

The Confidentiality Policy outlines important information about ANEW Place, and I understand that I should consult the Executive Director regarding any questions not answered in this document. I have entered into my volunteer relationship with ANEW Place at will and acknowledge that there is no specified length of volunteer assignment. Accordingly, either I or ANEW Place may terminate the relationship at will, with or without cause, at any time.

I understand that for safety, respect for privacy, and legal reasons, all information pertaining to anyone who seeks or has received the services of ANEW Place must be kept confidential. I agree that I will not reveal the identity, history, services received, or location of any guest unless a *Release of Information* form is signed and I am authorized to do so by the Executive Director. I understand that this means I will not share with any third party, except those designated by the signed *Release of Information* form, that a guest is currently or has previously stayed at ANEW Place. I agree that I will not participate in any discussion pertaining to guests with anyone except ANEW staff. This includes conversations that may be easily overheard by other guests. I further agree that I will not disclose any ANEW Place record information, including but not limited to, the items outlined above in the Financial Information and Business Records section.

Since the information and policies described herein are necessarily subject to change, I acknowledge that revisions to this document may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this document is not a contract. I have received the *Confidentiality Policy*, and I understand that it is my responsibility to read and comply with the policies contained therein and any revisions made to it.

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Printed Name

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Date

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Signature