

VII. CODE OF CONFIDENTIALITY

I understand that in the course of my volunteer work with Keystone Opportunity Center I may have access to files, correspondence, financial information, or other written or computerized records, or be given information orally, regarding Keystone Opportunity Center past or present, past or present program participants, staff, donors, or other persons, businesses, or organizations. I hereby pledge to hold confidential all such information.

I shall not divulge or communicate any such confidential information to any person or entity other than those expressly designated by Keystone Opportunity Center as being authorized to receive the information under appropriate circumstances. I shall promptly inform Keystone Opportunity Center if I am aware of any situation in which confidential information has been divulged to an unauthorized person or entity.

I understand that violation of this code of confidentiality will be brought to the attention of my Keystone supervisor, who shall report to the executive director. The executive director and/or my Keystone supervisor will investigate the facts of the situation within 2 days of disclosure or accusation. Investigation will include a face-to-face meeting with me. If the violation is substantiated, the executive director will write a summary report for the board of directors. I understand that violation of this code of confidentiality may result in termination of my volunteer work with Keystone Opportunity Center.

CONFIDENTIALITY GUIDELINES FOR INTERFAITH VOLUNTEERS

The Interfaith Hospitality Network Emergency Shelter is not a secure facility. However we do not want to advertise our monthly host church location or the Day Center address. We need to respect our guests' need for privacy during this difficult situation in their life. Please abide by the following statements about who or what to tell others about the IHN:

1. The host location during any month is confidential information.
2. The names and other identifying details of the families in the program is confidential information.
3. Information given to you as a volunteer about or from the families is privileged communication.
4. It is not appropriate or acceptable for volunteers to divulge information about a family to any outside source without the permission of the family.
5. Necessary information about each family will be given to the Coordinator by Keystone staff prior to the month of volunteering.
6. Information about the families will be given by the Coordinator to any volunteer on a "need to know" basis, depending on their volunteer function.