



## Volunteer Statement of Confidentiality

Windwood Farm Home for Children values our relationship with Volunteers. We hope to make your visit with us a memorable experience for both you and for our staff and clients.

By signing this statement, I acknowledge that I have been informed of rules and regulations regarding volunteer activities at Windwood Farm Home for Children. Each volunteer must understand and adhere to the directives set forth in this statement. This signed statement will be kept on file in our Human Resources office.

### Disclosure Controlled by Law

Privacy laws regulate any disclosure of information directly or indirectly identifying a past or present client. All client information is protected from disclosure by federal and state laws including, as applicable, 45CFR Part 160 (HIPAA); CFR part 2 (alcohol and drug treatment) and Section 44-22-100 of South Carolina Code of Laws. All communication between clients and volunteers is privileged and may not be shared with third party individuals.

**Volunteers** are prohibited from taking pictures for personal or promotional use. **Volunteers** are directed to refrain from asking clients any personal identifying information such as their last name, place of residency before coming to Windwood Farm, the name of any relatives, or the reason for their placement at Windwood Farm Home for Children. In turn volunteers may not share their phone number or address. **Volunteers** may not give a client a personal gift or money. Please do not make offers or accept invitations to take them off campus or to come back for visits on another day. Please maintain appropriate physical boundaries with the clients. Please ensure they also respect your person space.

I understand the volunteer statement of confidentiality and realize that any questions I may have regarding the execution of this statement may be discussed with staff members.

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Volunteer

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Date