



## West Broadway Youth Outreach

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<http://www.westbroadwayyouthoutreach.com>

### Confidentiality Agreement

#### West Broadway Youth Outreach (WBYO) Volunteers

I undertake to keep in strict confidence, except as required by law, or as authorized by the person or party, any information regarding families, children, donors, employees, and any other organization or community members that comes to my attention as a result of performing my work at WBYO.

I agree to not discuss any case material, historical, or any other information concerning the children with whom I am involved, other than with the appropriate WBYO staff supervisors. Such discussions, as required, are to be carried out in the strictest of confidence.

I agree to never remove confidential material of any kind from the premises of WBYO unless authorized as part of my duties, or with the express permission or direction to do so from the Executive Director.

I acknowledge that this agreement applies to all forms of communication including social media. Information intended for social media must be cleared by the WBYO Executive Director or board of directors to protect the safety and security of WBYO clients.

Signature of WBYO volunteer \_\_\_\_\_

Signature of Director \_\_\_\_\_

Director's Assistant \_\_\_\_\_

Date \_\_\_\_\_ Name \_\_\_\_\_