



**RSVP TeleCare Program**  
**6 Court Street • Rutland • VT 05701 • 802-775-8220**

**Volunteer Confidentiality Agreement**

To be in compliance with RSVP TeleCare Program Regulations and to respect the privacy of each TeleCare client, confidentiality of information is of primary importance.

Persons who receive or process written or verbal information for the RSVP TeleCare Program and its clients are advised that all such information is strictly confidential.

No information relative to the clients enrolled in RSVP TeleCare shall be discussed or released by any volunteer of RSVP & The Volunteer Center unless authorized by the Executive Director.

All records are confidential and clients' personal information should be kept in a location not available to public access.

The volunteer will not use information obtained through RSVP TeleCare for his or her own use. This includes not discussing clients or their families, except when it is clearly related to the TeleCare service.

**Upon concluding my volunteer service with the RSVP TeleCare Program, I hereby agree to return all TeleCare client records that I have obtained in connection with my volunteer responsibilities with the RSVP TeleCare Program. Further, I agree to keep confidential all information contained in those records to which I had access during my tenure with RSVP.**

Any individual that violates this confidentiality will be subject to immediate dismissal.

**Your signature below acknowledges that you have read, understand, and will adhere to the policies stated above.**

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date