Community Engagement Board Volunteers

Notice of Client Confidentiality

As a volunteer for the Community Engagement Board, you may have access to client records or information that is considered private and confidential. Please adhere to the following guidelines:

* Limited Access:
	+ Only access records that are necessary to fulfill your role. Avoid unnecessary browsing or discussion of confidential information.
* Confidential Discussions:
	+ Discuss confidential personal information only when it is essential for your volunteer responsibilities.
* Post-Volunteer Confidentiality:
	+ After your volunteer role ends, any information obtained during board meetings must remain confidential.
* Unauthorized Disclosure:
	+ You must not disclose private or confidential information about students or families to any other person or entity without proper authorization.
	+ Written permission from the client (or their parent/guardian if the client is a minor) is required for any disclosure.
* Examples of Confidential Information:
	+ School records
	+ Court records
	+ Case notes
	+ Community Engagement Board Agendas
	+ Community Engagement Board Agreements
* Consequences:
	+ Unauthorized disclosure or misuse of private and confidential information may result in disciplinary action or penalties under state and federal law.

By continuing in your role, you acknowledge that you have read and understood this notice and agree to comply with its terms.

Thank you for your commitment to maintaining confidentiality.

**I have read and understand the above notice and agree to comply.**

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_