



ending homelessness through the dignity of work  
Alameda County Office • 22537 Main Street • Hayward, CA 94541

## Confidentiality Policy for Volunteers

Respecting the privacy of our team members, staff and volunteers of the Downtown Streets Team itself is a basic value of the Downtown Streets Team. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of the Downtown Streets Team may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of the Downtown Streets Team that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from or expiration of service.

**Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.**

I, \_\_\_\_\_ (print name), have read the Confidentiality Agreement and understand its terms and my responsibilities as a volunteer.

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

\_\_\_\_\_  
Signature of Supervisor

