

Confidentiality Statement for Volunteers

Having accepted volunteer work at Texas Advocacy Project, I hereby acknowledge that I am fully aware of the confidential nature of my position and work, and of my obligation to the clients, staff, and supporters of Texas Advocacy Project to safeguard information with which I am entrusted. I shall not release any agency information without the authorization of the lawyer handling the client's case or without my immediate supervisor's authorization. I further understand that it is a breach of confidentiality to:

- Discuss client matters or donor information anywhere such information could be overheard, including elevators, restrooms, and reception area;
- Discuss client or donor information with anyone not employed by Texas Advocacy Project without authorization;
- Carelessly mail or fax correspondence of a confidential nature so that it may inadvertently be directed to a third party;
- Tell anyone, including a purported relative or other person purportedly acting on the client's behalf any client information including whether or not the client is represented by Texas Advocacy Project or whether or not certain legal steps are being taken on behalf of the client;
- Comply with an official sounding request from a third party to provide any client information including whether or not the client is represented by Texas Advocacy Project or whether or not certain legal steps are being taken on behalf of the client;
- Release client document(s) to anyone other than the client, except as consented by the client;
- Release documents to the client without obtaining authorization from the appropriate lawyer; or
- Disclose the location of Texas Advocacy Project to the public.

Any breach of confidentiality could be injurious to Texas Advocacy Project's clients and supporters and grounds for disciplinary action. Therefore, I pledge that I will strictly maintain in confidentiality all client and all sensitive agency information which comes to my attention and, that upon the expiration or termination of my volunteer work or other involvement with Texas Advocacy Project, I will never reveal any such confidential information unless specifically authorized and directed to do so by the appropriate Texas Advocacy Project lawyer or director. By my signature below, I acknowledge receipt and understanding of this document.

Signature

Name

Date