



**VOLUNTEER NONDISCLOSURE AGREEMENT**

The Reutlinger Community has a legal and ethical responsibility to safeguard the privacy of all residents and to protect the confidentiality of their health information. In the course of my employment/assignment at The Reutlinger Community (TRC), I may come into possession of confidential resident information, even though I may not be directly involved in providing resident services.

I understand that such information must be maintained in the strictest confidence. As a condition of my employment/assignment, I hereby agree that, unless directed by my supervisor, I will not at any time during or after my employment/assignment with TRC disclose any resident information to any person whatsoever or permit any person whatsoever to examine or make copies of any resident reports or other documents prepared by me, coming into my possession, or under my control, or use resident information, other than necessary in the course of my employment/assignment.

When resident information must be discussed with other healthcare organization staff in the course of my work, I will use discretion to ensure that others who are not involved in the resident's care cannot overhear such conversations.

I understand that violation of this agreement may result in corrective action, up to and including termination of my employment/assignment.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name