



CASA OF LIBERTY/CHAMBERS COUNTIES

PLEDGE OF CONFIDENTIALITY

As a volunteer of the CASA program, you will have access to certain confidential information in the normal course of performing your job responsibilities. It is, of course, expected that you will keep all such information in strictest confidence.

Failure to observe this policy could not only bring into question the judgment and suitability of the volunteer involved, but may result in termination of volunteer assignment.

In the regard, we ask you to please read and sign the following confidentiality statement:

I promise that I shall hold in confidence all pertinent information. I will not violate the confidential relationships between the CASA program, its volunteers, related agencies, courts and all involved parties. I will not remove from the office of the CASA program, without expressed permission, any written records.

I will return all information that has been gathered, together with any printed matter or notations, relevant to any and all cases if my service to the CASA program comes to an end.

I accept full responsibility for maintaining the confidential and private nature of all records and information. I understand that I am personally responsible and liable for any violation of this agreement. This includes, but is not limited to, keeping records confidential by maintaining them in a locked cabinet and ensuring that no unauthorized person(s) have access to the records.

CASA Volunteer Advocate

Date

CASA Advocate Coordinator

Date