



## **PAMANA CONFIDENTIALITY AND NON-DISCLOSURE FOR VOLUNTEERS**

This Confidentiality and Non-Disclosure Undertaking is given to Volunteers in consideration of responsibilities provided by the PAMANA to its Social Services Committee.

I acknowledge that as part of my volunteering responsibilities with PAMANA, I will be given access to information that is of a personal, confidential for example: applicant names, e-mail addresses, home address, contact phone numbers, employment information, or other non-public financial information ("Confidential Information"), for the purpose of applying for an economic relief assistance.

I, therefore agree:

- To hold all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill the review and recommendations responsibilities, and shall not be used for any other purpose, or disclosed to any third party.
- Not to remove any Confidential Information from PAMANA unless, and to the extent that, I obtain written pre-authorization. Whenever I am so pre-authorized, I agree to take all necessary steps to keep such Confidential Information secure\*\* and to protect such Confidential Information from unauthorized use, reproduction or disclosure.
- To maintain the absolute confidentiality of personal, confidential information in recognition of the privacy rights of an applicant at all times.

I understand that a breach of confidentiality or misuse of information could result in disciplinary action up to and including termination of volunteering position.

I fully understand and accept responsibilities set above relating to personal, and/or confidential Information.

\* Personal Information is any information about an "identifiable individual."

Confidential Information is any information which is designated by the PAMANA as confidential.

(Also Considered confidential)