



encompass
— Community Supports —

Formerly Known As – Rappahannock-Rapidan Community Services

Volunteer Confidentiality Agreement

We are pleased you are interested in volunteering for programs of Encompass Community Supports (ECS), formally known as Rappahannock-Rapidan Community Services. As you take on this very important role, we want to provide information to you related to confidentiality so that each person who provides service at our programs will understand the importance of this issue and the privacy rights of our volunteers and clients.

Confidentiality is a set of rules or a promise that limits access or places restrictions on certain types of information. In addition, it means keeping confidence between the client, employees, and volunteers. It is also important not to show anyone an individual's personal records or share any information about clients, employees, or fellow volunteers via any social media outlets without written permission from the person.

Volunteers may observe many needs and challenges of our clients. They are also privy to private personal information due to the nature of the programs. Information shared with you must be kept strictly confidential. In this way, we can protect the privacy of all clients.

If you think you need to report concerns you may have about specific individuals or the program as a whole, feel free to share these concerns with the Volunteer Coordinator at 540-825-3100, x3358. We request that volunteers not speak of these concerns in front of others at any time.

The volunteer's registered information will also remain confidential. Your personal information is not shared with anyone other than specific program staff and the Department of Aging and Rehabilitative Services (DARS). Monthly reporting on volunteer activity is required by our DARS state office. Like us, DARS will keep all information confidential.

If you have any questions related to confidentiality, please do not hesitate to contact our Volunteer Coordinator.

Attestation. By my signature below, I attest that I have read and understand the confidentiality statement for providing volunteer service at ECS.

Printed Name _____

Signature _____

Date _____