



Confidentiality Standard for Volunteers of The Literacy Center

All students and donors of The Literacy Center have the right to privacy and confidentiality. All Volunteers of The Literacy Center must respect the confidentiality and privacy of all students and donors.

I understand the importance of confidentiality to those students and donors I work with at The Literacy Center. I will protect and preserve confidentiality. Specifically, I will not share—either verbally or in writing—the identity, personal circumstances, financial or identifying information of Literacy Center students, their families, or our donors with those other than an authorized staff member or Literacy Center volunteer. I understand that all information that is not considered common knowledge is regarded as privileged and is not to be disclosed under any circumstances. This includes information such as name, address, phone number, social security, giving data, or other identifying information.

I also understand that from time to time, the press or media representatives may visit a Literacy Center program site or contact staff or volunteers. In these cases, I will refer ALL questions or requests immediately to the Director of Development or the Executive Director for a response.

Finally, I understand that taking photos of students is not generally acceptable. Please check with the Director of Development or Executive Director prior to taking any photos and make sure that permission is expressly given (in writing) by the student.

I hereby acknowledge that I have received and reviewed the above policy and agree to comply with its provisions.

Signature

Name –Printed

Date

Education for Work, Family and Life

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www.TheLiteracyCenter-LV.org