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## CODE OF CONFIDENTIALITY

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**We want you to read and consider this Code of Confidentiality. As a participant in our volunteer program, it is necessary that you understand and comply with all sections of it.**

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### **The Code Of Confidentiality:**

AS I PARTICIPATE WITH CLIENTS, I will respect their right to total privacy concerning the details of their lives such as their names, addresses, backgrounds, family relationships and the nature of their problems. As a volunteer, I must limit my discussion to the specific duties and responsibilities outlined in my job profile. That is, I can talk about what I do but not with whom I do it. I understand that my confidentiality continues even if I cease to be a volunteer with any of the USSU Student Centres. Volunteers may acquire information from clients, or fellow volunteers through support, information, or referrals and although voluntarily shared, this is privileged information. Information of a confidential nature that is given, read, observed, overheard or otherwise obtained will be held as privileged information.

I UNDERSTAND from the outset that some acquired information may be shared with the Director who maintains the service of the Centre and who may have a reasonable need for specific information in the performance of his/her duties.

AS I PARTICIPATE IN THE PEER SUPPORT PROGRAM, I will respect its right to be presented in a positive and favourable light to others. As a volunteer, I am a responsible representative of the USSU Student Centre and a powerful force in the University community. If I have problems with my commitment, I will be thoughtful and accurate in its resolution.

I UNDERSTAND THAT A BREACH OF CONFIDENTIALITY MAY RESULT IN MY DISMISSAL. Disclosure of information must be authorized (INFORMED CONSENT) or if there is reasonable, ethical or legal reason(s) to do so.

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➤ **NOTE TO STUDENT:**

If you are submitting a report or writing a paper in relation to your volunteer activity, please consult with the Director of the Student Centre. Actual names of clients cannot be used and details of the case cannot be revealed. The Director of the Student Centre should see a copy of your submission.

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**Applicants Signature**

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**Date**

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**Please Print Name**