



## **CONFIDENTIALITY POLICY STATEMENT FOR GROUPS AND VOLUNTEERS**

I. As a client or volunteer of The Cradle, I hold in high esteem the right of The Cradle to protect the organization's privacy; and the right of The Cradle's clients to the protection of their privacy. In my capacity as a volunteer or participant in a Cradle group, I will often learn and discuss with other volunteers, group participants or Cradle personnel, sensitive information about The Cradle and its clients, including (for example) the identity of birth parents, adoptive parents or adoptees; financial information, business plans and strategies of The Cradle and its competitors; the identity of donors; and a host of similar information which, by its nature, should be held in confidence. By receiving this document, I am agreeing to keep confidential this information (other than that which may be publicly available). Specifically, I will:

- Guard against violations of confidentiality by not divulging or discussing information about Cradle clients with other individuals within or outside of The Cradle;
- Maintain confidentiality of information learned about other clients during Cradle groups and will not discuss this information outside of the group with other group members or non-group members;
- Seek access to the information relevant solely to my work with The Cradle;
- Maintain confidentiality pertaining to internal matters of the agency, such as sharing about agency policies and other sensitive information;
- Continue to observe the procedures protecting confidentiality after my involvement in The Cradle group or activity ends.

II. An inability to adhere to the above guidelines will result in my being asked to terminate my involvement with The Cradle group or activity with which I am involved.

III. My continued participation with this group or activity signifies my agreement with the guidelines of this policy.