



## Confidentiality Agreement for The Autism Community in Action (TACA) Program Volunteers

### Introduction:

As a volunteer with The Autism Community in Action (TACA), you will have access to sensitive information about the organization and about the individuals and families affected by autism spectrum disorders (ASD). It is imperative that we maintain the confidentiality of this information to uphold the trust and privacy of the individuals we serve. By signing this Confidentiality Agreement, you agree to abide by the following terms and conditions:

### 1. Definition of Confidential Information:

Confidential Information includes personal and medical records, contact information, treatment plans, financial information, and any other information related to individuals and families accessing services through TACA.

In addition, confidential information about TACA refers to any proprietary, sensitive, or private data, materials, or knowledge belonging to or concerning the organization that is not readily available to the public. This includes, but is not limited to, strategic plans, financial records, customer or client information, trade secrets, sponsor lists and information, community partners lists and information, intellectual property, internal policies and procedures, proprietary software, and any other information that, if disclosed, could cause harm to the organization or its stakeholders. Confidential information must be safeguarded from unauthorized access, use, or disclosure, and its confidentiality must be maintained both during and after one's association with the organization.

For the purposes of this agreement, Confidential information includes both organizational information and personal information about constituents, volunteers, and staff.

### 2. Obligations of Confidentiality:

- a. You agree to maintain the confidentiality of all Confidential Information obtained during your volunteer work with TACA.
- b. You will not disclose or discuss Confidential Information with any third party, including friends, family members, or colleagues, without explicit consent from the organization and/or the individuals involved or their legal guardians.
- c. Confidential Information should only be shared with other TACA volunteers or staff members on a need-to-know basis to provide support and services to individuals and families affected by autism.

### 3. Use of Confidential Information:



- a. Confidential Information should only be used for the purpose of fulfilling your volunteer duties with TACA and providing support to individuals and families affected by autism.
- b. You will not use Confidential Information for personal gain or any other unauthorized purpose.

4. Protection of Confidential Information:

- a. You agree to take reasonable precautions to prevent unauthorized access, disclosure, or misuse of Confidential Information.
- b. Confidential Information should be stored securely and accessed only on a need-to-know basis using TACA-approved systems and protocols.

5. Reporting and Breach of Confidentiality:

- a. Any suspected or actual breach of confidentiality must be reported immediately to TACA leadership.
- b. Violation of this Confidentiality Agreement may result in disciplinary action, including termination of volunteer status and legal consequences.

6. Duration of Confidentiality Obligations:

Your obligations under this Confidentiality Agreement shall continue indefinitely, even after the termination of your volunteer relationship with TACA.

7. Agreement Acknowledgement:

By signing below, you acknowledge that you have read and understand the terms of this Confidentiality Agreement and agree to comply with its provisions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your commitment to upholding the confidentiality of the individuals and families we serve at The Autism Community in Action (TACA). Your dedication ensures that we can continue to provide a safe and supportive environment for those affected by autism spectrum disorders.