



Volunteer Confidentiality Agreement and Photo Release

Confidentiality

It is the policy of Network of Community Ministries (Network) that the Board of Directors(Directors), employees, volunteers, and vendors of this organization may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Network to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Network has authorized disclosure. The Directors, employees, volunteers, and vendors shall use confidential information solely for the purpose of performing services. This policy is not intended to prevent disclosure where disclosure is required by law.

The Directors, employees, volunteers, and vendors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, Directors, employees, volunteers, and vendors should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a Director's term in office, or upon the termination of an employee's, volunteer's, or vendor's relationship with Network, he or she shall return, at the request of Network, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

Photo Release

Network often uses photographs, slides, films and other images or recordings of participants for educational, programmatic, public relations and accountability purposes. Such photographs or other illustrative material may be used in newsletters, media presentations, or publications produced by Network of Community Ministries. Neither individual addresses nor telephone numbers will be published within these materials. This form allows you, as a volunteer, to choose whether you wish to be in films, videos, illustrations or written text used by Network Community of Ministries.

____ **Yes**, I give permission to Network to make photographs, slides, audio, video, other recordings, or written text of me/the community service designate. Further, I authorize their use, without inspecting or approving the finished product or its specific use. I hereby release to Network all rights to exhibit this work publicly or privately, including posting to the Network website and/or social media pages. I waive any rights I may have to receive compensation or additional consideration.

____ **No**, I do not give permission for the creation or use of photographs, slides, audio, video, other recordings, or written text of me/the community service designate by of Network.

I have read and fully understand the Confidentiality and Photo Release Agreement.

Signature and Date _____