



Our Mission: To boldly glorify God.

Elim Lutheran Church Confidentiality and Safety Agreement for St. Andrew's Shelter

I understand it is my responsibility to keep confidential all information that I may gain or become privy to as a St. Andrew's Family Shelter volunteer. This includes, but is not limited to, any information regarding guests, administrative operations, and any other information accessed through organization records, meetings, or computer information system.

By reviewing and signing this agreement, I agree to abide by the following:

1. I will respect all individuals' rights to privacy and their confidentiality. I will not discuss or in any other way disclose any information concerning any individual I come into contact with at St. Andrew's Family Shelter, guest or otherwise.
2. I will respect the confidentiality of information regarding administrative operations. I will not discuss or in any other way disclose information concerning St. Andrew's operations or administration outside the organization.
3. I agree that I will follow all safety and general guidelines that will be provided to me at orientation/training for my volunteer role at St. Andrew's Family Shelter.

Any violation of this confidentiality and safety agreement will result in disciplinary action up to and including termination.

I have read this agreement; understand its contents, and agree to comply with all of its terms. This signed agreement will become part of my personnel file.

Signature	Date
Please return this completed form to the church office or mail it to: Elim Lutheran Church Attn: Joan Detzler PO Box 67 Scandia, MN 55073	