



Compliance and Confidentiality Statement

BACC has a primary duty to respect the confidentiality of all clients' information that is given and discussed with volunteers and staff.

I acknowledge that I have received, read, received training on, understand and agree to follow the policies and procedures listed in this document as well as those listed in any training materials, written or verbal, I have received. Also, I acknowledge that during the course of performing my assigned duties at BACC, I may have access to, use, or disclose personally identifiable information (PII). I agree to handle such information in a confidential manner at all times during and after my time at BACC and commit to the following obligations:

- 1) I will use and disclose PII only in connection with and for the purpose of performing my assigned job functions.
- 2) I will request, obtain, or communicate PII only as necessary to perform my assigned job functions and will refrain from requesting, obtaining, or communicating more PII than is necessary to accomplish such functions.
- 3) I will take reasonable care to properly secure PII on my workstation and will take steps to ensure that others cannot view or access such information.
- 4) I will use and disclose PII solely in accordance with the applicable federal and state laws and regulations and all privacy and security policies and procedures. I also agree to familiarize myself, in a timely manner, with any periodic updates or changes to these policies.
- 5) I will immediately report any unauthorized use or disclosure of PII of which I become aware to my immediate supervisor.
- 6) I understand and agree that my failure to fulfill any of the obligations set forth in this statement and any failure to comply with privacy and security policies and procedures will result in my being subject to appropriate disciplinary action, up to and including, the termination of my assignment at BACC and may result in possible civil or criminal liability.

BACC Member's Signature

BACC Member's Printed Name

BACC Member's Job Function

Date

If you have any questions or concerns, please contact BACC's Manager of Volunteer Resources, at (650) 326-6299 ext. 16.

Revised 9/17/19