



**CONFIDENTIALITY STATEMENT FOR VOLUNTEERS**

Volunteer Name (print please) \_\_\_\_\_

Department/Division \_\_\_\_\_

**READ CAREFULLY:**

We are happy that you are joining the \_\_\_\_\_ (*designated office*) team. As you may already know, our work encompasses many areas of student and campus life, including the gathering, upkeep and storage of records, applications and other information that is highly confidential.

**Material that is confidential is “imparted in confidence; secret; having to do with private matters”.** In other words, we have been entrusted by students, your unit’s employees, Modesto Jr. College, Columbia College and the YCCD, with private information in order to better serve them and our community. This material does not belong to us; it belongs to the people who have entrusted it to us. **We are not free to share any of the content of this material, or the names or any other information about the persons, units, departments or divisions to whom it belongs or about whom it is written or concerns.** This means that we must not speak of this material to anyone but authorized person, and then, only when we are working with those persons on matters pertaining to this material. Even when working with confidential documents in an official capacity, it is important that we do not speak of them or leave them in areas where unauthorized persons may overhear related discussions or read these materials. **It is not ok to discuss this material** with other employees during lunch or breaks, nor it is acceptable to speak about them in classes or at home with your family and friends. It is also important that you realize that **once you are no longer employed as an MJC or CC or YCCD employee, or after you leave these entities, you are not at that point free to divulge to anyone information that you used or learned while you were working here.**

I, \_\_\_\_\_ (*printed name*), have read the above concerning the importance of confidentiality in my work for MJC/CC/YCCD, and **I agree to keep private and secret confidential material entrusted to me.** This means that I will not disclose this material inappropriately either during or after my working hours, nor after I leave the employment of MJC/CC/YCCD. I understand that if I violate this agreement, I may be dismissed, and a notation regarding the reason for my dismissal will be entered in my employment record.

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

Department: \_\_\_\_\_

Manager’s Signature: \_\_\_\_\_