

MEMORANDUM OF UNDERSTANDING

CONFIDENTIALITY OF INFORMATION
Non-Attorney Volunteers

The purpose of this Memorandum of Understanding is to emphasize that all information shared during legal clinics and held in client records is confidential. Information that is confidential includes a client's name; address; social and financial data; and services received. In addition, the fact that someone has attended a clinic is confidential. Data collection by interview, observation or review of documents should be conducted in a setting that protects the client's identity from unauthorized individuals. Client information should not be discussed outside the clinic, except in the performance of referrals to other agencies for client assistance.

I understand and agree to abide by these confidentiality provisions. I understand if I share confidential information, I will no longer be allowed to participate in the clinic.

Signature

Date

PRINT NAME