



**VOLUNTEER ACKNOWLEDGEMENT
CONFIDENTIALITY POLICY**

Applies to all Mental Health America of Los Angeles “workforce members” including: employees, staff and other mental health care professionals; volunteers; agency, temporary and registry personnel; and staff, students, and interns (regardless of whether they are MHALA trainees or rotating through MHALA facilities from another institution). HIPAA regulations at 45 C.F.R§160.103

It is the responsibility of all MHALA workforce members, as defined above, including employees, staff, interns, and volunteers, to preserve and protect confidential member, employee, and business information.

Volunteers are subject to complying with policies of MHALA respecting confidentiality of medical and donor information. In order to ensure that volunteers comply with such policies, when applicable, MHALA shall provide students with substantially the same training that it provides to its regular employees.

The volunteer understands that during the course of the volunteer tenure with MHALA, you may have access to a wide range of information deemed by the Agency, its funding sources, and various mental health laws and statutes to be confidential. The volunteer further understands that this information may include but is not limited to the following:

- financial and other operational information regarding the Agency;
- personal, employment, and payroll information of current or former members, interns, volunteers, or employees;
- mental health or other medical history of current or former members, interns, volunteers, or employees.

I hereby acknowledge that I am required to maintain strict confidentiality of all records and information regarding the Agency and its members, and that I am required to refrain from divulging any confidential information to anyone without specific authorization and permission from the senior director at my work site, work location or his/her designee in keeping with established procedures.

Print Name: _____

Signature: _____ Date: _____