



Giving Hope Today

Confidentiality Statement

I, the undersigned, do willingly promise to hold IN CONFIDENCE all matters that come to my attention while employed by The Salvation Army including materials from and about clients and matters regarding colleagues.

I will respect the privacy of the people whom I serve and work with and will confer appropriately with those designated as my supervisors and/or administrators.

Further, I will respect in a responsible and discretionary manner all information gained in the course of my employment.

I understand that any breach of confidentiality on my part may result in disciplinary action, including dismissal from employment.

Signatures				
Employee Officer Volunteer:				
	<i>First</i>	<i>Initial</i>	<i>Last (Print)</i>	<i>Signature</i>
Ministry Unit DHQ				<i>dd-mm-yyyy</i>
THQ Dept:	<i>MU/DHQ/THQ Dept Name</i>			