



ONEplace

ONE PLACE OF THE SHOALS, INC.

Confidentiality Policy/Agreement

Volunteers and/or Interns assigned to One Place of the Shoals, Inc., are prohibited from disclosing information or the contents of any material obtained by or in the possession of One Place of the Shoals, Inc., to any person outside the office. Information obtained during the course of the assignment may only be used for the purpose for which it was obtained. Even following a public disclosure of information, many aspects of a case remain confidential.

All work generated at One Place of the Shoals, Inc., is the property of One Place of the Shoals, Inc., and is not allowed to be saved on any external storage media unless it is for law enforcement purposes and at the request of law enforcement.

The disclosure of information or records in violation of law or the policy set forth herein shall result in immediate discipline, including where appropriate, termination.

Volunteer/Intern Acknowledgement:

I have read the above Confidentiality Policy and understand that I must abide by this policy as a condition of my assignment with One Place of the Shoals, Inc.

Print Name _____

Address _____

Telephone _____

Signature _____

Date _____