



North Liberty Community Pantry Confidentiality Statement

Our Food and Clothing Pantry serves people in need in our community. Often it is difficult for these families to ask for help, and they are hesitant to let people know that they have needs. We can help them by making sure that we do not deliberately or accidentally let other people know who they are. Please help us by reviewing the following agreement and agreeing to abide by it.

- I will be careful what I say to friends, church members, or people in our community about my volunteer work. In talking about the people who come to the Pantry, I will not use any names or identifying information.
- If I meet a family in the community, I will greet them only if they greet me. If they do greet me, I will not indicate how we know one another publicly.
- I will be careful to put records away promptly. I will put new Family Records in the "Records to be Entered" file as soon as they are completed.
- At the end of each distribution day, I will return "Current Visit Record" file to the filing cabinet. I will lock the filing cabinet.
- I will put only the first name and last initial on sacks that are filled ahead of time for delivery or special orders.
- If I do computer entry, I will file the completed forms and return them to the locked cabinet.
- When working on the computer, I will not leave a family record on the screen when I leave the desk.
- I will not repeat conversations or rumors overheard at the Pantry.

I have read the confidentiality agreement and agree to do what I can to keep family information from becoming public. In the event I am concerned about something I hear in the Pantry I will discuss it with the Pantry coordinator as soon as possible.

Signature

Date