



Volunteer Declaration regarding The Brentwood Library's Confidentiality Policy

- I have read and understood the library's policy on confidentiality and agree to abide by it.
- I will maintain the confidentiality of the patrons', staff members', and service users' personal, sensitive, or confidential information, as well as any proprietary or privileged information regarding library business.
- Unless it is necessary and appropriate to fulfill my role as a volunteer, I will not discuss these details even with other volunteers or staff members.
- I will not mention personal or otherwise confidential details of clients and service users in conversation with people outside the organization.
- I will not share, unless required to fulfill my volunteer responsibilities and then only with necessary staff personnel, any information regarding an individual's perusal, browsing, borrowing, or other use of library materials and services.
- I understand that failure to maintain confidentiality may result in immediate termination and/or other corrective action.

Print Name _____ Date: _____

Signed _____