



Fort Collins Cat Rescue & Spay/Neuter Clinic

Confidentiality Acknowledgment For Staff and Volunteers

I shall respect the privacy concerns of the people and animals we serve, and I shall hold in confidence all information obtained in the course of professional or volunteer service, whether that information is obtained through written records or daily interaction with the person. Therefore, I will not disclose an individual's confidences to anyone, except: 1) as mandated by law; 2) to prevent a clear and immediate danger to a person or persons; 3) where I am compelled to do so by a court or pursuant to the rules of a court.

I shall store or dispose of professional records in ways that maintain confidentiality.

I shall possess a professional attitude which upholds confidentiality toward the people we serve, co-workers, volunteers, applicants and any sensitive situations arising within FCCRSNC.

I, upon my termination for employment, or as a FCCRSNC volunteer, shall maintain client and co-worker confidentiality and I shall hold confidential any information about sensitive situations within the organization.

I understand that violation of this confidentiality statement may be grounds for immediate dismissal and/or prosecution, as appropriate.

Printed Name of Employee/Volunteer

Employee/Volunteer Signature

Date