



Meals on Wheels of Lamoille County, Inc. Confidentiality Agreement

We want all of our meal recipients to feel comfortable allowing us into their homes and speaking with us, therefore an explicit policy regarding confidentiality is an essential aspect of the program.

The following guidelines must be adhered to by all volunteers and staff:

1. The names and addresses of all persons who receive meals through our program must be kept strictly confidential.
2. The problems and concerns of a Meals on Wheels recipient may be discussed between the recipient, the volunteer, and the office staff only. It is essential, even in unusual circumstances, that the identity of the person be protected; such discussion should never take place in a public setting.
3. Under no circumstances should the name of any person served be given to another agency or organization without the person's expressed consent.
4. Our foremost concern should always be the best interest of the people we serve. This consideration should guide our thinking and actions in any situation.

Signed MOWLC Volunteer/Staff:	Date:
_____	_____

Print Name: _____

Signed MOWLC Coordinator:	Date:
_____	_____

Print Name: _____