

## VOLUNTEER RETICENCE

Part of the program

“Volunteers in Hospitals” (hereafter only “**program**”)

Volunteer ..... Passport nr. ....

### The volunteer pledges to:

1) Keep complete reticence concerning all information he/she will encounter during his/her volunteer activity. This mainly means this kind of information:

- All information concerning the clients (their personal data, health, property conditions etc.)

- Information learned during the supervision and evaluation meetings, especially information regarding other volunteers.

- Information regarding entrusted documents and juridical documents.

- Information about the attendance of other volunteers

- Information regarding the cooperating organizations etc.

2) Never provide the media with information about the “**program**” without an agreement from the coordinator, except for general information about its goals. In case of media interest the volunteer pledges to refer to the coordinator.

3) Never to provide the media with any information about the organization where he/she will perform volunteer activity without an agreement of the contact person of this organization, except for general information about the goals of the organization. In case of media interest the volunteer pledges to refer to the organization’s commissioned person.

4) Protect all documentation from misuse.

### The volunteer takes into account:

1) That he/she is bound by this reticence to all other organizations and persons. An exception is the situation when each citizen has a compulsory registry duty. In such a case a consultation with the coordinator is recommended.

2) That the reticence does not end by terminating the volunteer’s participation on the “**program**” or the termination of the “**program**” itself.

3) That only the coordinator or the supervisor may decide which information may be released and to whom it is to be given. (When using information it is necessary to protect the clients – use only statistical data, no personal data, sex change etc.).

4) That breaking the listed principles may result in terminating the volunteer’s participation on the “**program**”.

In Prague, Date .....

Signature .....