



Last Chance Ranch Animal Rescue

ACKNOWLEDGEMENT OF CONFIDENTIALITY

Please read this document thoroughly. If you have any questions about this document, please ask before you signing it.

I acknowledge the fact that as a volunteer at *Last Chance Ranch Animal Rescue*, I may have access to confidential and personal information necessary to carry out my duties as a volunteer. This information may include but is not limited to the following confidential information:

- Personal information of contributors, adopters, and volunteers. This includes phone numbers, addresses, and email addresses.
- Business information relating to *Last Chance Ranch Animal Rescue*.
- Humane law case information.

I understand that approval to access and use this information in verbal, written, or electronic (stored on a computer) form is a privilege. I also understand that access to information is granted to me on a "need to know" basis and my responsibilities as a volunteer.

I understand that I may not seek out information that is not required for my volunteer position. I also understand that I may share information only with the approval of the Board of Directors. I agree to store and dispose of information which I use in a way that ensures continued security and confidentiality.

I understand that the methods I use to get information may only be used for the performance of my volunteer position. If I require special authorization to access computer-based information, I understand that my computer sign-on information may only be used by me and all passwords and codes must be given to the Board of Directors. I also understand that I may not give my sign-on information to anyone other than the Board of Directors and that this information is the same as my written signature. I accept full responsibility for any use of my sign-on information.

I declare that I have read and understand this Acknowledgement. I have had an opportunity to ask questions and have them answered. I recognize that unauthorized release of confidential information at any time during or after my affiliation with *Last Chance Ranch Animal Rescue* or the owner of such information may seek legal remedies against me, such as fines, criminal penalties, suspension, termination, reimbursement and/or damages.

Name of Volunteer (*please print*)

Signature of Volunteer

Date: _____

This document has been presented to the above-named volunteer. It has been fully explained and all questions posed by said volunteer have been answered.

Signature of LCR Representative

Date: _____