# USING THIS RESOURCE

All volunteers should sign an Oath of Confidentiality. You may ask volunteers to bring a signed-copy of the Oath of Confidentiality to training. Alternatively, you can ask volunteers to sign it on the day/night of the Count (at check-in). You should keep a record of volunteer activity in a database to ensure that volunteers have completed all required forms. This includes Registration, the Waiver, the Oath of Confidentiality and a Record of Training. In large communities, Volunteer Management Software may be the most practical way to send and receive Volunteer Forms. The following Oath of Confidentiality is a sample; you should be sure that the enclosed language accurately reflects your local rules and regulations.

# PIT COUNT VOLUNTEER OATH OF CONFIDENTIALITY

As a volunteer with **[INSERT NAME OF COUNT]** I understand my role and responsibilities are a valuable part of the work of **[INSERT NAME OF COUNT]** (hereafter referred to as the “Event”), and I agree to carry out my responsibilities to the best of my ability. While participating in the Event, I may meet individuals – including survey participants and other volunteers - who wish to remain anonymous.

This is to certify that I, **[INSERT NAME]**, as a volunteer with the Event, understand that any information (written, verbal or other form) obtained during the performance of my duties must remain confidential. This includes all information about team members, staff and survey participants, as well as any other information otherwise marked or known to be confidential.

Accordingly, I agree not to disclose any confidential information acquired during my volunteer service with the Event, to any third party – including media - either during my service with the Event or after my service with the Event has ended. This is in recognition of the difficult situations individuals experiencing homelessness face, and also demonstrates respect for those who support them on a day-to-day basis.

I agree to adhere to the social media guidelines, as provided by the PiT Count Coordinator and detailed in **[ANNEX A - INSERT SOCIAL MEDIA GUIDELINES].** I agree to refrain from posting photos of survey participants, other volunteers, survey materials and all survey locations. I agree to uphold participant confidentiality in all use of social media during and after the count.

**INSERT IF RELEVANT**: I also understand that all **[gift cards/honorariums]** being distributed to interviewees as part of the Event are intended solely for the purpose of recognizing the contributions of the interviewees. I agree to respect the needs of these individuals by not keeping any [**gift cards/honorariums]** for my own personal use, and returning all leftover **[gift cards/honorariums]** tomy Team Leader.

Unless authorized in the course of my volunteer duties, I will not make public statements to the media, expressly or implied, on behalf of the Event about any individual I encounter during my volunteer activities.

I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality. I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal from this Event and future **[INSERT NAME OF COUNT]**, and/or possible liability in any legal action arising from such a breach.

I understand that a breach of confidentiality is warranted only where a survey participant poses immediate and serious harm to themselves or others or I encounter a youth under the age of sixteen. I will immediately notify my Team Leader and/or Headquarters if these issues should arise.

I understand that this undertaking survives the termination of my volunteer relationship with **[INSERT NAME OF COUNT]**. The laws of **[PROVINCE/TERRITORY]**, Canada, shall govern this Agreement and its validity, construction and effect.

By signing below, I acknowledge that I have read, fully understand and accept the responsibilities set above relating to personal, confidential and/or proprietary information.

Date day /month/year Name of Volunteer (please print)

Signature of Volunteer

Name of Guardian (if less than 18) Signature of Legal Guardian

Name of Witness (please print) Witness (signature)