



National Alliance on Mental Illness

**nami**

Sonoma  
County

## CONFIDENTIALITY STATEMENT

It is the policy of NAMI that volunteers and employees of NAMI may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with NAMI to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom NAMI has authorized disclosure. Volunteers and employees shall use confidential information solely for the purpose of performing services as a board member or employee for NAMI. This policy is not intended to prevent disclosure where disclosure is required by law.

Volunteers and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, volunteers and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a volunteer's commitment or upon the termination of an volunteer's time, he or she shall return, at the request of NAMI, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.

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Print Name

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Sign Name

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Date