



Volunteer Policies and Procedures

Receipt

I hereby acknowledge receipt of the Legal Aid Foundation of Los Angeles' Volunteer Policies and Procedures. _____ (initial)

Confidentiality Agreement

Definitions:

1. Information: As used in this Agreement, Information refers to
 - Any and all information and the content of any and all documents including, but not limited to, client data, financial data, and personal files of staff, board members and volunteers;
 - Any and all information and the content of any and all documents relative to the attorney work product that reflects impressions, conclusions, opinions, legal research, or theories; and
 - Any and all information accessed by computer under an assigned password, including e-mail and the actual password.
2. LAFLA Source: As used in this Agreement. LAFLA Source means
 - Any current or former attorneys, employees, agents, contractors, clients, officers, or directors or in the course of that individual's relationship with LAFLA.

In consideration of the opportunity to participate in LAFLA's programs, the Undersigned agrees to hold any and all Information from a LAFLA Source in strict and complete confidence, both during the Undersigned's involvement with LAFLA and following the termination of the Undersigned's involvement with LAFLA. The Undersigned further agrees not to release or divulge any Information from a LAFLA Source except upon written or oral authorization of a LAFLA Supervising Attorney.

The Undersigned has read and voluntarily signs this Confidentiality Agreement.

Signature

Date

Print Full Name