

**Confidentiality Clause**

**Code of conduct for volunteers, trainees and all paid staff working with children**

**Context**:

By helping Children of Asia (CoA) with administrative tasks or tasks/assistance in implementation of activities, training, or other social events, the volunteer, trainee, or staff has access to highly confidential data concerning the private life of the children and families supported by the NGO.

Agreement:

I, the undersigned **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, hereby commit to respect the following confidentiality clause, and to not disclose any confidential information relating to CoA *during* the entire duration of my contract, and *after* the end of my collaboration with CoA.

**General Guidelines:**

The volunteer, trainee, or staff **MUST NOT**:

* Disclose any confidential information she/he saw, read or heard especially information about beneficiaries. **Any information about the children-beneficiaries are / should be protected from any media exposure**;
* Disclose any information regarding the members of CoA (beneficiaries, staff, ..);
* Keep/ copy/ scan and/or divulge any data or documents she/he has access and/or disclose them in any other way.

**All records dealing with former or current beneficiaries must be treated as confidential:** case profiles, study agreements, special agreements, subsidiary ledgers, surveys, psychological follow-up reports, official documents (NSO birth certificate...), etc.

Date Name and signature of volunteer/trainee/staff

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