



Volunteer Confidentiality Agreement

This agreement applies to all volunteers associated with and/or involved in the activities or events of the Oklahoma Occupational Therapy Association (OKOTA). This includes all activity associated with OKOTA in person, in the community, and online with social media, emails, and the association website. All data, materials, knowledge and information generated through, originating from, or having to do with OKOTA or persons associated with our activities, including contractors, is to be considered privileged and confidential and is not to be disclosed to any third party without the express permission of the executive officers of OKOTA.

_____ (initials)

All pages, forms, information, designs, documents, printed matter, policies and procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, client, staff or public information the volunteer creates, manages, and has access to while serving with the association, is confidential, and shall be considered as the sole property of OKOTA. _____ (initials)

This also includes, but is not limited to, any information of, or relating to, our staff, clients, operations and activities. This privilege extends to all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, PDF, automated (usernames, passwords) and/or electronic data.

Members' & clients' information, including all OKOTA website, social media, and email account file information, is not be stored for future use on a volunteer's personal devices, nor disclosed to any third party, under any circumstances, without the consent of the OKOTA president or Vice-president or Treasurer. _____ (initials)

Any disclosure, misuse, copying or transmitting of any material, data or information, or representing OKOTA to the public or its membership in a manner unbecoming nor in accordance with its ethics policies, whether intentional or unintentional, will subject you to disciplinary action and/or prosecution, according to the procedures set by OKOTA, its liability policy provisions, and any applicable state or federal laws. _____ (initials)

Please sign and date below, if you agree to these terms and will abide by, adhere to and honor all of the above confidentiality agreement as a volunteer with OKOTA:

Signature of Volunteer

Date