

**NC Division of Services for the Blind
Confidentiality Statement for Mini Center Instructors and Volunteers**

Instructions

This statement must be signed by all Mini Center Instructor vendors and volunteers prior to accessing confidential information on individuals requesting or receiving services from the Division of Services for the Blind.

Statement

I understand that all information I come to know related to any person requesting or receiving services from the North Carolina Division of Services for the Blind (DSB) as a part of my Mini Center Instructor or volunteer work is confidential. I will not discuss any of the information about any individuals requesting or receiving services with anyone where the individual may be identified other than with the individual, my immediate supervisor or other DSB employees also currently assigned to the individual. I shall not engage in mishandling of confidential information either through intention or negligence.

Confidential information which I gain access to is only to be used by me for the purposes of performing the Mini Center Instructor or volunteer work. This information is not to be used by me at any time for personal use or gain. I understand that failure to keep this agreement will result in my termination as a Mini Center Instructor or volunteer.

Printed Name

Signature

Date