

NON-LAWYER CONFIDENTIALITY AGREEMENT

Thank you for volunteering to provide support services to Colorado Legal Services. We rely on the generosity of volunteers such as you to help represent our clients. In order to create the trust necessary for proper representation, most information provided by a client to his or her lawyer is confidential. ***This rule applies to non-lawyer volunteers.***

In the course of volunteering with Colorado Legal Services you will likely have access to confidential client information. It is one of your most serious responsibilities that you in no way reveal any privileged information and that you use such information only in the performance of your volunteer duties. If you have doubts about what might be considered confidential information or a violation of trust, please contact your Supervising Attorney.

1. Volunteers are responsible for the internal security and safekeeping of client information. Err on the side of caution even when you think certain information has become public.
2. Confidential information can take many shapes, including, but not limited to: names of clients, documents, notes, overheard conversations, personal observations, records, research, e-mails, medical records or any other information about our clients, their families, and/or their cases.
3. Client information should never be disclosed, except upon express authorization of the lawyer handling the case.
4. Documents or files are to be turned over only to persons who are properly identified or vouched for, and then only when authorized by the lawyer handling the matter.
5. All confidential papers should be destroyed when no longer needed, including rough drafts or interim copies. All notes, drafts, summaries, or other documents relating to or containing client information must remain in the client file or should be shredded.

By signing this agreement, you agree to abide by these terms, and understand that failure to adequately safeguard privileged information will be grounds for immediate termination as a volunteer, in addition to any other legal consequences for disclosing privileged information.

Volunteer Name

Signature and Date

Phone Number

Email

Mailing address and organizational affiliation, if any