

**Main Office**  
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Pennsburg, PA 18073  
215-679-4112



**The Center**  
517 Jefferson Street  
East Greenville, PA 18041  
215-679-6550

[www.theopenlink.org](http://www.theopenlink.org)

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## Volunteer Confidentiality Policy/Pledge

Any information that a volunteer learns about The Open Link, or its clients, community partners or donors, as a result of volunteering for The Open Link that is not otherwise publicly available constitutes confidential information. Volunteers may not disclose confidential information to anyone who is not employed by The Open Link or to other persons employed by The Open Link who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of The Open Link's confidential information is strictly prohibited. Any volunteer who discloses confidential organizational information will be subject to disciplinary action, including possible separation.

I understand the above policy and pledge not to disclose confidential information.

Volunteer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Updates 1-1-2021

***Opening Doors, Linking Communities, Helping Neighbors Flourish***

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Updated 1/1/2021