



Adopt an Inmate  
PO Box 1543  
Veneta, OR 9748  
(971) 236-7897

### Confidentiality Agreement

I, understand that in the course of my volunteer or paid work for Adopt an Inmate, Inc., a 501 (c) 3 nonprofit organization, I will be reading, reviewing and processing applications and correspondence from persons who are incarcerated. I understand that the first responsibility of any one who works for Adopt an Inmate, whether as a paid employee, contractor or volunteer is to protect the privacy of our clients both inside and out. I agree to keep all information contained in the correspondence and applications strictly confidential. This means that I will not share anything I've learned, now or in the future, including:

- identifying information (names, addresses, contact information, location) of any client or any other identifying information about the clients that Adopt an Inmate serves, and
- any personal content included in the correspondence and applications.

The only exception is:

it is normal and permissible for volunteers and an Adopt an Inmate Director, to meet together and discuss information from the correspondence and applications while processing, sorting and coding them for the purpose of implementing the program.

If I receive any request for information regarding any client or member of their family (including from the media) I will refer the person requesting the information to Co-Executive Director, Melissa Bee and/or Director of Volunteer Operations, Leah Patterson.

I further agree not to use any information, or any correspondence received by Adopt an Inmate for personal gain or to contact any client without the express written approval of Melissa Bee or Leah Patterson.

I understand that maintaining inmate and client confidentiality is of prime importance in volunteering or otherwise doing work for Adopt an Inmate and I understand and agree to keep such confidentiality as outlined above.

Volunteer Signature:

Print Name:

Date:

Email:

Adopt an Inmate Director Signature:

A handwritten signature in black ink that reads "Melissa Bee".

Print Name: Melissa Bee

Date: 2025

Email: melissabee@adoptaninmate.org