



VOLUNTEER ANNUAL INFORMATION UPDATE FORM
卡城華人耆英會義工資料更新表

義工編號
Volunteer No. _____

Date 日期: _____ Volunteer Position 義工崗位: _____

English Name 英文名字: _____ Chinese Name 中文名字: _____

No change 沒有更改

If change, please fill in this part 如有更新, 請填此部份

Phone 電話: (Home 家庭) _____ (Cell 手機) _____ Email 電郵: _____

Address 住址: _____ Postal Code 郵編: _____

緊急聯絡人 Emergency contact person:

Name 姓名: _____ Phone 電話: _____ Relationship 關係: _____

Confidentiality 保密協議

All information concerning clients, employees, volunteers, financial records and agency documents are considered confidential. "Confidential" means that you are free to talk about "The Calgary Chinese Elderly Citizens' Association" and its programs in general, but not permitted to disclose client's and staff's any information. The agency expects you to respect the privacy of clients, staffs and the business of the organization as confidential. Failure to maintain confidentiality will result in termination of volunteer position. This agreement is intended to protect you, clients and the agency.

所有有關客人、僱員、義工、財務記錄及機構文件是視為機密。機密的意思是你可以談論卡城華人耆英會，有關的活動及你的職位，但不可以透露客人個人和任何僱員之個人和僱傭資料。卡城華人耆英會祈望你專重客人和員工的私隱及卡城華人耆英會需要在保密的情況下運作。違反保密協議會導至你喪失你的義工職位，這協議的目的是保障你本人及保障客人及卡城華人耆英會。

Agreement 協議:

I have read The Calgary Chinese Elderly Citizens' Association policy on confidentiality and statement of confidentiality above. I agree to abide by the requirements of the policy and inform my supervisor if I believe any violation (intentional or otherwise) of the policy has occurred. I understand that a violation of the policy could lead to my termination as a volunteer.

我已經閱讀上面所載卡城華人耆英會在保密及保密聲明方面的政策，我同意遵守有關政策的規定，我相信有關政策已遭違反，速意或非速意也好，我需要立即通知我的上司，我明白違反上述政策會導至我作為卡城華人耆英會義工的職位。

Signed 簽名: _____

SELF DECLARATION OF CRIMINAL RECORD 犯罪記錄自我聲明

I hereby declare that I have not been convicted of any felony nor any outstanding charges since my last police information check for volunteering.

本人在此聲明，自上次良民記錄查證後我沒有被定任何罪行或指控。

Signed 簽名: _____