

Confidentiality Policy for Volunteers

One of the highest values of CGLA is the vigilant protection of client confidentiality and attorney-client privilege as required by law and the Illinois Rules of Professional Conduct (herein below referred to as the “Rules”). This value is embodied in the policies set forth by CGLA.

The requirements of the Rules state that lawyers and non-lawyers alike at CGLA must maintain client confidentiality. Therefore, volunteers must not disclose any information concerning the client, their identity or the facts of their case.

All CGLA staff members, volunteer attorneys, non-attorney volunteers and law student interns shall ensure that the attorney-client privilege is protected at all times. Throughout the course of representation, attorneys should carefully advise all clients of actions by them which might result in the waiver of the privilege (e.g., the client’s voluntary disclosure of privileged information to a third party). Third parties should not be present at interviews of clients or prospective clients, with the exception of interpreters or other persons necessary to conduct the interviews. For example, the presence of a family member, friend or professional aide, such as a psychologist, might be required to facilitate the interview of a client who is mentally impaired or has diminished capacity.

Volunteers may be given access to client files (both on Legal Server and paper files) only as deemed appropriate. The volunteer will not be able to return to the file for a client previously interviewed without once again being granted access to the file.

Volunteer Agreement

_____ As a volunteer, I realize that I am subject to the same professional standards and rules as those maintained by CGLA.

_____ I will take responsibility for the tasks I assume, and am expected to account for what I do as a volunteer.

_____ I recognize that I have an obligation to my work, to those who direct it, to my colleagues, and to CGLA clients.

_____ I understand that I have made a commitment to CGLA and its clients and that CGLA is relying upon me to meet my commitment. If I fail to meet my commitment, it may put CGLA at risk for malpractice claims and may put CGLA's clients at risk for missing deadlines, defaulting, or losing cases. Should I be unable to meet my commitment, I will take all reasonable steps to limit the effects of my failure, for example, by recruiting another volunteer to meet my commitment or fulfilling my commitment at a later time.

_____ I have read and I understand the Volunteer Expectations and Policies, and I agree to observe them at all times.

_____ I agree to adhere to the confidentiality policy as a volunteer at Cabrini Green Legal Aid.

Volunteer Name
(printed)

Date

Volunteer Signature