



Intern and Volunteer Agreement

In return for the opportunity to intern or volunteer with the West Central Health District (District 7), serve the public, and gain experience in public health, I agree as follows:

1. I will comply with all District 7 Policies and Procedures, including those privacy and security policies and procedures developed to protect the confidentiality of individuals' health information under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). I understand that those policies and procedures are posted online on the Public Health Information Library.
2. I will follow the highest ethical standards in the performance of my assignment, in keeping with the District 7 Ethics and Conflict of Interest Policy.
3. I will safeguard sensitive information about existing or potential public contracts and will not share information with any person or entity that may result in an unfair advantage for any bidder for any District 7 procurement.
4. I will treat all health information received in the course of my internship or volunteer experience with District 7 as confidential and protected information and will disclose health information only as necessary and appropriate to perform my assignment, consistent with District 7 Policies and Procedures.
5. I will not use e-mail to transmit confidential, protected, or sensitive information.
6. At the conclusion of my assignment with District 7, I will continue to maintain the confidentiality and privacy of any information I learned while I was a District 7 intern or volunteer and I will turn over any keys, access cards, or any other device that would provide access to District 7 or its information.
7. I understand that, as an intern or volunteer, there is no employment relationship between me and District 7, and that I will not receive any payment or financial benefits from District 7 for my assignment.
8. I understand that I must provide my own transportation to designated assignment locations and all assignment-related trips to locations outside District 7 offices.
9. I understand that, as an intern or volunteer participating in a structured program organized, controlled, and directed by District 7 for the purpose of carrying out its functions, I will be protected from liability under the State Tort Claims Act so long as my conduct remains within the scope of my duties under that program.

I understand that violation of this agreement could result in the immediate discontinuation of my relationship with District 7.

Signature of Intern/Volunteer

Date