

## Statement of Commitment and Understanding

As a volunteer of the Department of Veterans Affairs (VA), I am committed to safeguarding the personal information that veterans and their families have entrusted to the Department. I am also committed to safeguarding the personal information which VA employees and applicants have provided.

To ensure that I understand my obligations and responsibilities in handling the personal information of veterans and their families, I know that I should contact my local Privacy Officer, Freedom of Information Act Officer, Information Security Officer, Regional or General Counsel representative when I am unsure whether or how I may gather or create, maintain, use, disclose or dispose of information about veterans, their families, VA employees and applicants.

I further understand that if I fail to comply with applicable confidentiality statutes and regulations, I may be subject to civil and criminal penalties, including fines and imprisonment. I recognize that VA may also impose administrative sanctions, up to and including removal for violation of applicable confidentiality and security statutes, regulations and policies.

I certify that I fully understand all that is outlined above and I am committed to safeguarding personal information regarding veterans, their families, VA employees and applicants.

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**Printed name**

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**Volunteer Signature**

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**Position Title**

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**Date**