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## **Statement of Commitment and Understanding for Volunteers**

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

To ensure that I understand my obligations and responsibilities in handling the personal information of Veterans and their families, I have completed both the annual General Privacy Awareness Training (or VHA Privacy Training, as applicable) and the annual VA Cyber Security Training. I know that I should contact the local VA Privacy Officer, Freedom of Information Act Officer, Information Security Officer (ISO), Regional and/or General Counsel representative when I am unsure on how I may gather, create, maintain, use, disclose or dispose of information about Veterans and their families, VA trainees and/or VA employees. Should I encounter any difficulty in identifying or reaching these individuals, I understand that I should contact my service chief and if they are unavailable, continue to the Chief of Staff to seek guidance.

Furthermore, I understand that if I fail to comply with applicable confidentiality and security statutes, regulations, and/or policies, I will be removed from VA assignment. I may also be subject to civil and criminal penalties including fines and imprisonment.

I certify that I have completed the training outlined above and I am committed to safeguarding personal information about Veterans and their families, other VA trainees and VA employees.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_