

# RULES OF THUMB: SHARING VOLUNTEERS

## ALIGN SCREENING PROCEDURES

- If there are organizations in your community that need volunteers, reach out and ask what kinds of volunteer positions they need to fill and see if there is any cross-over of duties and tasks in volunteer positions for your organization.
- Determine what kinds of information typically gathered during your screening processes can be shared between organizations (application forms, interview summaries, police information checks, feedback forms, references, etc.)
- Update volunteer application forms to ask volunteers to confirm they would like to volunteer with other organizations if needed and if they consent to the sharing of information related to their volunteer screening.
- **State explicitly which information could be shared with which organizations and obtain written consent from the volunteer.**



## COMPLY WITH ALL PRIVACY LEGISLATION

- Review all applicable privacy legislation before sharing any of your volunteer's information with other organizations. Nonprofits in Alberta are generally governed by [PIPA](#), [FOIP](#), or [PIPEDA](#).
- If you're working with organizations that are governed by other privacy legislation, that legislation would also apply to your shared volunteer screening processes.
- Police information checks are ultimately the property of the volunteer, and you must obtain their written consent to share this information.



## CONTINUE TO SCREEN VOLUNTEERS

- Sharing basic information about volunteers between organizations can make the screening process more efficient. However, volunteer managers still need to be aware of what unique risks exist in the programming they provide and use appropriately tailored volunteer screening processes to determine which volunteers are the best fit for the positions they are filling.

