



CONFIDENTIALITY STATEMENT AND AGREEMENT

As a trustee, staff member, intern, or volunteer of Child & Family Resources, you may have the potential to view, edit or access client, colleague, and/or organizational records, documents, and information which is confidential and/or personal. All client, staff, and business records, documents, and information relating to the administration and provision of services at Child & Family Resources shall be the property of Child & Family Resources. You shall not disclose such information, records, or documents relating to the provision of services at Child & Family Resources, to any other Child & Family Resources colleague, or third person or party unless required or authorized to do so by Child & Family Resources policy, applicable law, regulation or court order.

You shall:

Not use or disclose client information for any purpose other than to determine eligibility for access to programs administered by Child & Family Resources;

Maintain safeguards as necessary to ensure that client information is not used or disclosed except as provided by applicable Child & Family Resources policy, public law, regulation or court order;

and

Immediately report to the Executive Director any use or disclosure of client, colleague, or organizational information that is not permitted by applicable Child & Family Resources policy, law, regulation or court order, to the extent that you are aware of the use of disclosure.

You agree that any use and/or disclosure of client, colleague, and/or organizational records, documents, and information which is confidential and/or personal by you in violation of applicable Child & Family Resources policy, law, regulation or court order shall result in disciplinary action, up to and including termination from the Board of Trustees.

I acknowledge that I have read the Confidentiality Statement & Agreement and agree to the terms and conditions stated therein.

Date

Signature

Print Name