Acknowledgment of Confidentiality

“I shall respect the privacy of the people I serve and hold in confidence all personal information obtained in the course of my service, whether that information is obtained through written records or daily interaction with the person. Therefore, I will not disclose an individual’s confidences to anyone, except:

1. As mandated by law;
2. To prevent a clear and immediate danger to a person or persons;
3. Where I am a defendant in a civil or criminal action arising from the contact;
4. If there is a waiver previously obtained in writing, and then such information may only be revealed in accordance with the terms of the waiver.

“I shall be responsible to store or dispose of professional records in ways that maintain confidentiality.”

“I shall possess a professional attitude which upholds confidentiality toward the people we serve, colleagues, applicants and any sensitive situations arising within the agency.”

“I, upon my termination, shall maintain client and co-worker confidentiality and I shall hold confidential any information about sensitive situations within this agency.”

“I understand that violation of this confidentiality statement may be grounds for immediate dismissal from the Board.”

Signature Date