



Confidentiality Agreement

This agreement restricts employees, board members, coordinators, and volunteers from divulging guests' identities or information obtained while working with ACCESS.

Print Name

I am an Employee or volunteer with ACCESS

Print Address

Phone

I, _____, agree that any and all knowledge or information regarding guests that is obtained during the course of any involvement, volunteering, or employment with ACCESS will remain confidential. I shall not share with anyone outside of ACCESS the names and identities of any and all guests. If at any time I discontinue my relationship with ACCESS, I shall keep confidential indefinitely the names, identities, and information regarding adults and especially all children who are or have been guests of ACCESS.

I also agree that only the ACCESS Board President or Executive Director may discuss or release ACCESS program, or financial information to the general public.

All information concerning clients, former clients, our staff, volunteers' financial data and business records of ACCESS is confidential. "Confidential" means that you are free to talk about ACCESS and about our program and/or your position but you are not permitted to disclose client's names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of client care and business ethics. The board of Directors, staff and our clients rely on paid and volunteer staff to conform to this rule of confidentiality. ACCESS expects you to respect the privacy of clients and maintain their personal and financial information as confidential, all records dealing with specific clients must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality information relating to other staff members, volunteers, in addition to clients. Failure to maintain confidentiality may result in termination of your employment or other corrective action. This policy is intended to protect you as well as ACCESS because in extreme cases, violations of this policy also may result in personal liability.

Rationale

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person. Before you begin your assignment as a staff member/volunteer, you should be aware of the laws and penalties for breaching confidentiality. Although the agency is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the agency's refusal to support you in the event of legal action. Violation of state statutes regarding confidentiality of records is punishable upon conviction by fines or imprisonment or both.

I have read, understand, and agree to the ACCESS Confidentiality Agreement

Signature Date

Church, agency or other group I am affiliated with

Print Witness Name Position within ACCESS

Witness Signature Date

*"I was a stranger and you welcomed me."
Matthew 25:35 ESV*

Staff
Only-----

Print Witness name Position within ACCESS

Witness Signature Date