

CONFIDENTIALITY STATEMENT

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All client medical and financial records, employee and volunteer records, financial and operating data of the agency, and any other information of a private or sensitive nature is considered confidential. Confidential information should not be read or discussed by any employee unless pertaining to his or her specific job requirements. Discussions of confidential information must take place in private settings away from clients or members of the public. Employees must not discuss or reveal confidential information to friends or family members. Employees must not discuss or reveal confidential information to other employees without legitimate need to know. The disclosure of a client's presence in the office or program may indicate the nature of the confidential matter and compromise confidentiality.

The unauthorized disclosure of confidential information by employees can subject the agency to legal liability. Disclosure of confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration or sabotage of such information, is grounds for immediate disciplinary action up to and including termination.

EMPLOYEE/VOLUNTEER CONFIDENTIALITY STATEMENT

I hereby acknowledge, by my signature below, that I understand that the client's program, medical and financial information, records, and data to which I have knowledge and access in the course of my employment with Vision House is to be kept confidential, and this confidentiality is a condition of my participation as a volunteer or employment. This information shall not be disclosed to anyone under any circumstances, except to the extent necessary to fulfill my job requirements. The approval of the Executive Director, Susan Camerer should first be obtained before disclosure is made. The unauthorized disclosure of client medical and financial information, records and data is grounds for disciplinary action, up to and including immediate dismissal.

Date

Signature of Employee/Volunteer

Print Name

Supervisor's Signature