

Confidentiality Agreement

All information obtained on clients in the programs and services of the CAC shall be confidential and shall be shared professionally, on a need to know basis, only with the authorization of the client verified by a release of information signed by the client, or his or her representative, or by court order, except in emergencies or as otherwise required or permitted by law.

To further protect the client's rights to confidentiality, client records will be maintained in a secure place at all times.

It is the policy of Kids First Child Advocacy Center that every staff member, Board member, and volunteer has a fundamental obligation to protect the confidentiality of case records and personal information about clients, including acknowledgment that someone is a client. Violation of this policy is grounds for termination of paid staff, volunteers, Board members, and any persons affiliated with the Child Advocacy Center.

I agree to abide by the policy stated above.

Signature

Date