

Acknowledgment of Confidentiality

You have the responsibility of safeguarding confidential information to which you have access and preventing any such information from falling into the hands of unauthorized persons who do not have a business need to know. An employee who gains knowledge within the scope of employment may not take advantage of such information for personal gain nor may such information be disclosed to anyone, except as required by the employee's position. Such information includes, but is not limited to, donor and membership lists, unpublished financial information, personnel records, salaries, and protection and systems of _____.

The information gained about children, their families, and volunteers through virtue of employment with _____ is considered confidential and is not disclosed to third parties without the family's or individual's consent. Employees will not discuss confidential information about children and/or their families in the presence of other children and/or their families.

Any inquiries from the press or news media should be referred to the Director.

I, _____, do hereby acknowledge the confidentiality policy for _____ and do agree to abide by it.

Employee Signature

Date

Director Signature

Date