CONFIDENTIALITY AGREEMENT

Rockwall County Helping Hands staff, interns, and volunteers will to the best of their ability, ensure confidentiality and privacy with regard to history, records, and discussions about the people they serve. Staff, interns and volunteers will not disclose any information about a person, including the fact that the person is or is not served by the organization to anyone outside of this organization unless authorized by the executive director or other authorized personnel. All records will also remain confidential and will not be released to anyone without the permission of the executive director.

The principle of confidentiality must be maintained in all programs, departments, functions, and activities of Rockwall County Helping Hands.

I have read and understand that all client files and information regarding clients is confidential and agree to adhere to this policy.

_____ _____
Employee/Volunteer Date

_____ _____
Executive Director Date