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| KIDSABILITY – HUMAN RESOURCES MANUAL | | 1-30 |
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RESPECT FOR CONFIDENTIALITY AGREEMENT

KidsAbility strives to provide a safe, secure environment for all employees and clients. Part of this endeavor requires that all employees, volunteers and service providers review, understand, and agree to the below statement of confidentiality as part of their employment/volunteer obligation.

CONFIDENTIALITY AGREEMENT

I, _____, understand that all information gained by virtue of a person’s contact with Centre is to be regarded as private and confidential. I understand that there are policies regarding written, verbal and electronic information release, and shall not divulge to or discuss with any person(s) either within or without KidsAbility unless in accordance with these policies. This information is not limited to but includes all files, records, information that would lead to the identification of the person or subject matter contained in any files or records, or any and all aspects of operations of KidsAbility.

I hereby acknowledge and agree to my responsibilities surrounding confidential information, and understand that any breach will be considered a serious offence that may require punitive action.

Signed this _____ day of _____ month of _____ year.

Signature: _____

Witness: _____

For more information regarding Confidentiality policies, please see the following:
 Client Services Policies & Procedures 2-20a & 2-130a
 Human Resources Policies & Procedures 1-30, and
 Throughout the Health Records Department Policies & Procedures