



## CONFIDENTIALITY ACKNOWLEDGEMENT

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For the purposes of this Acknowledgement, the term “employee” will mean all paid employees, volunteers and professional contractors of Olympic Community Action Programs (OlyCAP), and further includes any individual authorized by law to have access to personal information regarding employees or clients.

Federal and State laws contain multiple provisions designed to protect the confidentiality of records, lists, files and other information about the clients and/or employees of this agency. Accordingly, it is the policy of Olympic Community Action Programs to apply the strictest interpretation to all applicable confidentiality statutes and regulations. These standards, and the penalties for violation of them, pertain to every employee of this agency, at all levels and in any capacity. If at some future date you have doubts about the propriety of an action you may be about to take, ask your supervisor for an interpretation of policy. *You are personally responsible for any violation of law.*

OlyCAP’s basic policy on confidentiality may be stated as follows:

*Information that is regarded as personal and confidential should be handled with extraordinary care. Our clients and employees have a right to expect that any information regarding their personal or professional lives will be handled in the strictest of confidence, and such information should never be released to or discussed with anyone not having an absolute need to know.*

This means that, for the protection of applicants for and recipients of any form of assistance through this agency, you may not disclose or use the contents of any records, files, papers or communications for purposes other than those directly connected with the administration of agency programs. Information may be shared with other agencies or individuals only as each respective applicant/recipient has executed an *Authorization for Release of Information* (Form 1003). You may not discuss confidential information with family members, personal friends, other clients or agency employees not directly involved, whether such discussion is in private, semi-private or public places.

Discussions with your supervisor, other involved employees or the staff of other agencies involved in the provision of services must be conducted with care so that confidential information cannot be overheard by others who do not have a need to know.

In addition to the paper files maintained on applicants/recipients of agency services and agency employees, much information is stored electronically within computer programs. Your access to this information is regulated by a “userid” number and/or a unique “personal security code” (password). You may not divulge or otherwise allow any other person to have access to your personal security code.

Employees who wrongfully use or disclose confidential information will immediately have their access privileges revoked and may be subject to further disciplinary action in accordance with agency policies. In addition, violation of these policies may make such employee subject to civil or criminal charges as provided by law.

**Confidentiality**—whether in relation to clients or fellow-employees—is of utmost importance within this agency. Always consider whether the person or agency with whom you are about to share information has a true “need to know.” If not, it is your responsibility to refrain from doing so. Your clients and coworkers have a right to trust in your discretion and professionalism.

***By my signature below I hereby certify that I have read the foregoing Confidentiality Acknowledgement, that I understand its meaning and intent, and I agree to abide by these standards and regulations***

Signature

Date