O.U.R. Center

CONFIDENTIALITY FORM

(Also refer to Electronic Security Policy)

Matters of confidentiality may take the form of client information, personnel issues or internal program business.

The work of individuals at O.U.R. Center is governed by privacy legislation that may change from time to time. It is also O.U.R. Center’s policy that the confidentiality of its children/youth, staff, independent workers, foster parents, volunteers and internal business will be respected at all times.

I, the undersigned, agree that any and all confidential information obtained during or through my involvement, in any of the aforementioned capacities, with O.U.R. Center, may not be communicated in any form to individuals outside O.U.R. Center or with other organizations without the expressed authorization of O.U.R. Center.

The disclosure of confidential information within O.U.R. Center concerning clients, personnel or agency business is governed by organizational lines of communication or as otherwise defined on a need-to-know basis.

I understand that failure to abide by both the spirit and the letter of this requirement is a serious breach of my agreement with O.U.R. Center, and could lead to immediate termination of my employment or contract service agreement as may be applicable.

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Foster Parent Signature Date

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Foster Parent Signature Date

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Witness Date