



CONFIDENTIALITY STATEMENT

Information concerning clients, employees, consultants, and/or company operations is strictly confidential. This specifically includes medical records and HIV status information. Anchor Family Services, Inc. foster parent(s), adoptive parent (s), respite providers and employees are required to maintain confidentiality. This duty to maintain confidentiality continues after the foster parent(s), adoptive parent(s), respite provider or employee separation from Anchor Family Services, Inc.

Confidential information may not be discussed with unauthorized personnel at work or in a social setting. Care must be taken so that documents or electronic media containing confidential information that are removed from the home are not exposed so as to be seen by unauthorized persons. Documents, electronic media, and the containers in which they are transported, (e.g., folders or briefcases) may not be left unattended at a parent/employee desk at work, in an open automobile, at a restaurant, in an airport, or any other publicly accessible location. Employees and contract consultants must take care to only discuss confidential information in a manner that will maintain confidentiality. Indiscriminate disclosure of confidential information will be cause for de-verification or termination.

I have read the Confidentiality Clause herein and understand the same.

Foster Parent/Adoptive Parent/Respite Provider

Date

Foster Parent/Adoptive Parent/Respite Provider

Date

Employee

Date