



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), and respite providers are required to maintain confidentiality. This duty to maintain confidentiality continues after the foster parent(s), adoptive parent(s), or respite provider separation from Anchor Family Services, Inc.

Confidential information may not be discussed with unauthorized persons 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 care-giver's desk at work, in an open automobile, at a restaurant, in an airport, or any other publicly accessible location. 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 /Adoptive Parent/Respite Provider

Date

Foster/Adoptive Parent/Respite Provider

Date