

**CONFIDENTIALITY STATEMENT –
FOSTER
PARENTS/STAFF/RESPITE
PARENTS**

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 parents, foster home staff, and respite parents are required to maintain confidentiality. This duty to maintain confidentiality continues after the family or staff member's 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/staff member's 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 (for home staff members).

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

Family/Staff Signature

Date

Executive Director

Date