

STAFF CONFIDENTIALITY AGREEMENT

Guiding Principles:

1. Confidentiality is important in establishing and maintaining trusting and lasting relationships among parents/legal guardians and professionals.
2. Confidentiality is the cornerstone to ensuring that privileged information is accessible only to those authorized to have access.
3. Confidentiality acknowledges respect for an individual's right to privacy.
4. Confidentiality assumes that those who pledge to safeguard confidential information will do so.
5. When using open/shared space (staff rooms, hallways, cubicles, etc), privileged information that may be inadvertently shared or overheard is respected and kept confidential.

As a _____, (position/role) I will receive and have access to confidential information about children and families. Except when required by law, this information will be kept in the strictest confidence.

I understand that the discussion of personal information about children and families without authorized consent is unethical.

I will abide by this Confidentiality Agreement to ensure respect for the privacy of children and families at _____

Name of School/Child Care/Family Support Program

Name of Staff Member (Please print)

Signature of Staff Member

Witness

Date (DD/MM/YY)