

### ***Family/Staff Confidentiality Agreement***

The purpose of this Confidentiality Agreement is to protect the privacy of our family. Contractors or employees of the family encounter personal and sensitive information about family and family members while employed or contracting with the family. Information on any family member should never be discussed in the presence of third parties or discussed through any type of social media (e.g. Facebook) with the exception of the written permission by the family prior to disclosing any information. Any files and/or documents containing confidential information of any family member should never be shared with any individual or released to third parties except with written permission from the family.

Confidential information includes, but is not limited to, the following:

- a. Information about any family member, including names, addresses or phone numbers;
- b. Information relating to any family member;
- c. Information that would identify the client or any family member in written form, in conversation or through any type of social media;
- d. Information regarding the client's immigration status;
- e. Information that would identify the client or family members that could potentially place the client and/or family members at risk.

By signing this Confidentiality Agreement, you agree to the highest ethical standards and agree to abide by the following provisions:

1. All communications between family members and between family and staff are confidential;
2. Staff will not disclose confidential information to a third party without the family's knowledge or written consent to release or disclose such information;
3. Staff will not disclose confidential information in written form, in conversation or through social media to anyone that would identify any member of the family;
4. I understand that as a staff I have a duty to keep all family members' information confidential throughout my term as a staff as well as after my employment ends;
5. I understand that my failure to abide by the terms of this Confidentiality Agreement may result in the termination of my participation as a staff.

I, \_\_\_\_\_ have read the above Confidentiality Agreement and understand its terms and my responsibilities as an employee or contractor of the family.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_