

# CONFIDENTIALITY AGREEMENT



All information concerning members, former members, our staff, volunteers, and business records of Drug-Free Youth (D-Fy) is confidential. "Confidential" means that you are free to talk about D-Fy, our program and your position, but you are not permitted to disclose members' names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. The D-Fy Coordinating Council, staff and our members rely on paid and volunteer staff to conform to this rule of confidentiality.

D-Fy expects you to respect the privacy of members and to maintain their personal information as confidential. All records dealing with specific clients must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members and volunteers are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to members.

Failure to maintain confidentiality may result in termination of your employment or volunteer status, or other corrective action. This policy is intended to protect you, as well as D-Fy, because in extreme cases violations of this policy also may result in personal liability.

## Certification

I have read D-Fy's policy on confidentiality presented above and I agree to abide by the requirements of the policy. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with D-Fy.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_