

Harvest House Missions
Confidentiality Agreement

Nondisclosure to Unauthorized Persons:

HHM considers it everyone's responsibility to respect and maintain the confidentiality of clients and/or families, fellow employees, visitors and volunteers.

I acknowledge as an employee/board member/volunteer that I may have access to confidential information.

All individually identifiable information is private and must remain so unless written permission has been obtained to share this information.

In addition, personal employee information such as home address and phone number are confidential and should not be shared with clients and/or families.

Retrieving and or discussing confidential information for any purpose other than what is required by each employee's job responsibility is prohibited, and may be grounds for dismissal.

As an authorized user of HHM/SEASON database, I understand that I have computer access assigned to me in order to do my job. I understand that my log-in information is confidential and should not be shared with others.

I understand that the information to which I have access is also confidential. Any disclosure of such information, or use of the database for any purpose outside of my job responsibilities is prohibited and will be grounds for immediate dismissal or discipline.

(Employee/Board Member/Volunteer Signature)

(Employee/Board Member/Volunteer Printed Name)

(Supervisor Signature)

(Date)