



# CONFIDENTIALITY AGREEMENT

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## CONFIDENTIALITY STATEMENT

In order to implement New Haven's policy regarding the confidentiality of client information, the following should be observed:

1. All New Haven personnel and volunteers will refrain from discussing the affairs of our clients with anyone other than those persons within New Haven who have a "need to know" in order to be able to serve the client's needs. Accordingly, care must be used at all times.
2. Conversations in public areas should be limited to matters that do not pertain to information of a sensitive or confidential nature and should be conducted without the use of the client's names or any other means by which the client might be identified.
3. Any New Haven employee or volunteer having a discussion with someone who is not an employee must not presume that he or she is automatically entitled to any or all of the information in your possession. Again, only individuals who have a need to know should be told about the particulars of your work at New Haven.
4. Good judgment and care must be exercised at all times to avoid unauthorized or improper disclosures of personal and confidential information.

I, \_\_\_\_\_ have read and understand the above statement regarding confidentiality.

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

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