Denver Indian Family Resource Center

CONFIDENTIALITY STATEMENT

Instructions:
This statement shall be signed by each regular full-time and part-time employee, independent contractor, volunteer, student intern, and practicum student providing services for the Denver Indian Family Resource Center organization, herein referred to as DIFRC.

Employee Requirements:
DIFRC is in the business of providing services to contractors, clients and members of the community, hereinafter referred to as "clients," which requires handling many matters confidentially. It is imperative that employees of the organization do not disclose information or records concerning the affairs of the organization or its clients to unauthorized persons and on a need-to-know basis. Therefore, disclosure of information should be only to those persons whose duties require and permit them to have access to such information.

Financial and personal information about clients is entitled to the same respect and care as funds or valuable physical property left in the care of the organization. In order to protect the privacy rights of clients, employees will:

- Collect and maintain only that information which is specifically necessary to properly service client needs.
- Securely maintain all files and record keeping systems that contain information on the client.
- Only release that information which has been specified on the form of a written request by the client or their authorized representatives. As a general guideline, telephone generated credit inquiries and reference checks should not be answered. Exceptions to this rule will be referred to the organization attorney.
- Release such information under due legal process such as court orders and subpoenas according to the operation policies, as approved by the organization.

Independent Contractors are prohibited from attempting to obtain confidential information for which they have not received authorization. Independent Contractors violating this policy will be subject to disciplinary action, up to and including termination, and may be brought by a client for violating the client's confidentiality.

Before signing this statement you agree that you will not, during or after your independent contracting services, discuss or disclose (other than in performing your duties as an independent contractor of DIFRC) any information that is confidential, proprietary or secret in nature that you have obtained, reviewed or developed as an employee, independent contractor, volunteer, student intern, or practicum student with DIFRC services.

THIS STATEMENT MUST BE SIGNED BY YOUR FIRST DAY OF WORK. THE SIGNED CONFIDENTIALITY STATEMENT WILL BE RETAINED IN YOUR PERSONNEL FILE. DO NOT SIGN BELOW UNLESS YOU HAVE ASKED ANY QUESTIONS YOU MAY HAVE OF YOUR SUPERVISOR. YOUR SIGNATURE BELOW CERTIFIES THAT YOU HAVE READ AND AGREE TO ABIDE BY THE CITED DIRECTIVES.

_____ _____
Signature Date

_____
Printed Name