



Statement of Confidentiality

As part of your work with you may have access to view, update or modify sensitive information. You must treat this information as confidential and not share with anyone unless specifically authorized.

The Initiative defines Sensitive Information as:

- Client names, nicknames or any other identifying information
- Client address, location or whereabouts
- Client personal finance information including social security numbers, financial data or related information
- Client health information including information on medical conditions, treatment or history

All information collected, accessed or viewed as part of the Initiative is to be treated as confidential in written, electronic, printed and all other forms. Information is the shared property of the Initiative and the entity signing this agreement and should not be released, shared or discussed without prior authorization. This includes communication in any form with clients, co-workers, researchers, outside agencies or any other party.

Unauthorized disclosure of information may result in disciplinary or legal action or may result in dismissal from the Initiative.

As a participant with the Initiative, I understand I will have access to view, update or modify sensitive information. I understand and agree that I must maintain and safeguard the confidentiality of client information and other information that I may obtain through my activities with the Initiative. I also agree that such information shall be discussed only within the boundaries of my participation with the Initiative and the Housing Navigation Team. I agree not to divulge, publish or otherwise make known to unauthorized persons or to the public any identifiable personal information which is obtained in the course of my service as a participant on the Housing Navigation Team. I recognize that unauthorized release of confidential information may result in disciplinary or legal action and may result in dismissal from the Initiative.

Name: _____

Signature: _____

Date: _____