

NORTHERN CALIFORNIA FAMILY CENTER STAFF
CONFIDENTIALITY AGREEMENT

RESPONSIBILITIES:

During the performance of your assigned duties, you will have access to confidential information and records required for effective coordination and delivery of children, and youth and family services. All confidential discussions, deliberations, records and information generated or maintained in connection with these activities shall be disclosed only to authorized persons who have the right to access confidential information or records. You have special responsibilities and authority to disclose confidential information, copy confidential records and to record confidential information among Center staff and members of the Extended Team under the authority of the Center/Extended Team Release form and related Center policy and procedure. The legal basis for this specialized release procedure WIC 18986.45 is printed on the reverse side of this form.

LIABILITIES:

Unauthorized release of confidential information to a third party may expose you to personal civil penalties under the provisions of Welfare and Institutions Code, Section 5330; criminal suit under Welfare and Institutions Code, Section 10850; and potential fine under Title 42, Code of Federal Regulations, Part 2.

Discussion of or release of information or records concerning a Center service participant to any unauthorized person may be grounds for disciplinary action.

AGREEMENT:

I acknowledge my responsibility not to divulge any confidential information or records on concerning any Center service participant without proper written authorization.

I received a copy of the Center's policy and procedures.

I received instruction on the statements about responsibilities and liabilities in this Agreement.

Signed this _____ Day of _____, 2, _____

SIGNATURE: _____ NAME (PRINT): _____

Center Employee

TITLE: _____

RECEIVED BY: _____ TITLE: (PRINT) _____

Signature

DATE: ___ / ___ / ___

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