

Confidentiality Agreement

BEST PRACTICES

- Develop a confidentiality agreement that will be signed by board members, staff, consultants and volunteers - anyone who has access to information about members or clients served.
- Stress the reasons and importance of honoring a confidentiality statement to volunteers.
- Keep these signed contracts on file.
- If applicable, HIPPA laws and standards should also be explained and adhered to, based upon the type of client information with which an organization works.

TIP:

- HIPPA law covers protected health information. An organization that must comply with HIPPA law is a covered entity or one that transmits protected health information.

See Appendix for More Resources:

Confidentiality AgreementA-7