



Confidentiality Statement

Confidentiality is the assurance that access to information regarding a client will be strictly controlled, and that any violation of such control will be a breach of faith damaging to the client's well being. All information about any client of **Hope Alliance** is considered confidential. Such information should not be discussed with spouses, relatives, acquaintances or friends in any manner or form. The location of the **Hope Alliance** shelter must be held in the strictest of confidence. At no time may the location be disclosed by any contractor/vendor to another contractor/vendor; third party; spouse, relative(s), acquaintance(s) or friend(s). The location of the shelter shall only be disclosed by an authorized Hope Alliance staff member.

The issue of confidentiality cannot be over stressed. The safety and well being of the client as well as the integrity of **Hope Alliance** depends heavily on respect for the privacy of our clients.

The names, and work and home addresses of staff, volunteers, interns, and board members are also held as confidential information, and will not be disclosed to anyone outside the agency without the written permission of the individual involved.

I have read this statement and have discussed any questions I have with the Hope Alliance staff members whose name appears below. I understand that I can be relieved immediately of my responsibilities and that any contract for work at **Hope Alliance** may be terminated if I fail to comply with Hope Alliance's policies and procedures pertaining to confidentiality. My signature below indicates I understand, agree to, and will comply with **Hope Alliance's** confidentiality policy and procedures.

Contractor/Vendor Signature

Date

Contractor/Vendor Printed Name

Hope Alliance Staff Signature

Date

Hope Alliance Staff Printed Name