



## Staff Confidentiality Acknowledgement

### **A. FRWDB Confidentiality**

FRWDB sub-contracted Providers of Services and their employees have an ethical and legal obligation to respect the privacy of our partners and/or consumers and to protect and maintain the confidentiality of all information that we obtain in the course of providing services to them. Information of a confidential nature is not to be discussed with anyone outside your employer and FRWDB staff and only discussed on a “need to know” basis and in an appropriate manner.

Provider of Services and their employees have a responsibility to avoid disclosure of non-confidential internal information about their agency, FRWDB/FAWIC, Partners and other associates. This responsibility is not intended to impede normal business communications and relationships but is intended to alert employees of their obligation to use discretion to safeguard the internal affairs of all organizations involved. If an employee has any question in any situation, they should consult with their Project Director or the FRWDB Senior Deputy Director of Operations or the Deputy Director of Information & General Services

### **B. Partner and/or Consumer Confidentiality**

Partner and/or consumer records are protected confidential records and must be treated as such. This means that partner and/or consumer records maintained by the agency must be securely kept at all times. Partner and/or consumer records should never leave the office, except as permitted by FRWDB’s Confidentiality Policy.

Partner and/or consumer records and/or related business (including the names of partner and/or consumers) should not be discussed with or disclosed to anyone except:

- a. co-workers who are specifically authorized under FRWDB’s Confidentiality Policy to have access to such information;
- b. any person authorized by the partner and/or consumer to obtain information about the partner and/or consumer from the employee (any such authorization must be in writing using the FRWDB-approved Release of Information form and must be retained in the partner and/or consumer file

As tempting as it may be at times, it is illegal, unethical, and violation of the FRWDB Confidential Information procedures, for the employee to discuss partner and/or consumer matters with the employee’s friends, spouse, relatives, or anyone else, except those persons listed above, unless the employee is ordered to do so by a court or otherwise required to do so by law. If someone is insisting on obtaining information from the employee about a partner and/or consumer, and the partner and/or consumer has not authorized the disclosure, refer the matter to the FRWDB.

### **C. Acknowledgements**

I acknowledge that I have:

- read, understand, and will comply with OD 07-23 FRWDB Confidential Information;
- read, understand and will comply with OD 08-23 FRWDB Information Systems Security

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Employer Representative