

# Bridge House Corp. Confidentiality Agreement

## Privacy Policy

*Confidential information is defined as any information found in a client's chart, personal information, and work-related information. All information relating to a client's care, treatment, or condition constitutes confidential information. This confidentiality policy also encompasses any treatment practice or technical information developed by our facility or its personnel.*

- Employees, volunteers or interns shall never discuss a client's treatment with any non-employee of the Bridge House Corp., friends, or family members. Confidential matters involving clients will not be discussed in areas where they might be overheard by other clients or other non-employees of Bridge House Corp. Employees, volunteers or interns are to be aware at all times that, conversations regarding clients are not to be overheard by others and take appropriate steps to ensure this confidentiality.
- Any unauthorized disclosure of confidential information by employees could render the facility liable for damages. Any employee who violates the confidentiality of this facility, treatment related information is subject to disciplinary action up to and including termination from employment, internship or volunteer service.
- While technical and administrative personnel may have access to varied client information, all information should be used only within the context of their assigned jobs.
- Clinical or therapeutic interactions should be conducted by direct service staff only.

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**I have received a copy of, read, understand, and agree to uphold this written policy on matters of confidential information.**

**I also understand that in my daily job duties, I will have free access to confidential facility operations and any violation of confidentiality, in whole or in part, could result in disciplinary action up to and including termination and/or legal action.**

**I recognize that this signed document of my agreement to uphold the provisions of this policy will be kept on file in my personnel file.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_

**Witnessed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_