

COIC STATEMENT OF CONFIDENTIALITY

Confidentiality is the preservation of privileged information concerning the clients and staff of this agency which may be disclosed in a professional working relationship. A part of what you learn is necessary to provide services to the agency or clients; other information is shared within the development of a helping, trusting, professional relationship. Therefore, most information gained about individuals through an assignment is either confidential in terms of the law, and disclosure could make you personally legally liable, or could damage the agency's relationship with the clients and make it difficult to continue working with them.

All records dealing with the clients and/or staff must be treated as confidential. Financial information, records from personnel files, and all other relevant information is considered confidential. Sharing data, copies of client or staff records, or information from such records, may make you subject to the laws and penalties of breaching confidentiality. Giving information, data, or copies of client or employee records to unauthorized persons, or entities, is not acting within the scope of duty and the agency could refuse to support you in the event of legal action.

Violation of the Oregon Revised Statutes regarding confidentiality of records is punishable upon conviction by a fine of not more than \$1,000 or by imprisonment in the county jail for not more than 60 days, or both. Furthermore, such action on your part may result in disciplinary action, up to and including termination of employment.

By signing below, your signature certifies that you have read and understood the above material.

Employee Signature

Date

Human Resources

Date