

COMMUNITY DEVELOPMENT CENTER CONFIDENTIALITY POLICY

It is the policy of the Community Development Center that names of persons served and all employee information is confidential. This applies to client records, as well as employee personnel records, salaries, evaluations, etc. Volunteers, practicum students, and others should not have access to clients' records unless specifically authorized by the director, service coordinators or program coordinators.

By signing below, I agree to abide by this regulation and the policy of the CDC.

Employee Signature

Date

This policy is in compliance with the privacy regulations set forth by the Health Insurance Portability and Accountability Act (HIPAA).