

Employee Confidentiality Agreement

I acknowledge that in the course and scope of my employment, I may be required to have access to private and confidential information concerning staff and clients as part of my work assignments. I hereby agree to maintain the confidentiality of any information I may encounter in the performance of my assigned duties. I understand that if I fail to maintain the confidentiality of information accessed or encountered in my employment or if I otherwise violate the policies of the practice, I may be immediately terminated from my employment.

Date: _____
Signature of Employee

CONFIDENTIALITY AGREEMENT

It is impossible to overstate the importance of the psychologist-client privilege. So sacred is the relationship between a psychologist and client that information given to the professional by the client is "privileged communication" -- the psychologist cannot be compelled to testify concerning it. This bedrock principle between therapist and patient creates the trust and confidence required for proper service. Our practice's clients are the most important people with whom we interact. Without them, the law practice cannot survive.

In the course of your work with (PRACTICE NAME) you will undoubtedly have access to confidential client information. It's one of your most serious responsibilities that you in no way reveal any such information and that you use it only in the performance of your duties. Should you have doubts about what might be considered confidential information or a violation of trust, you should seek advice from psychologists/owners of this practice.

OPTIONAL ADDITIONS (Use as applicable)

- (a) Employees are responsible for the internal security and safekeeping of such information. It is your responsibility to read and follow the policies on protecting information.
- (b) Proprietary and confidential information can take many shapes, including, but not limited to; the names of clients the firm represents or the fact of their visits to the office, documents, notes, overheard conversations, tapes, diskettes, personal observations, records, research, financial statements, criminal records, strategic plans, emails, research proposals, or allegations made by others about our clients.
- (c) Employees will be required to sign a statement of confidentiality at the time of hire and annually throughout their term of employment to acknowledge their awareness of, and to reaffirm their commitment to, this policy.
- (d) Employees are expected not to divulge, during their term of employment or after their employment is terminated, any information confidential or proprietary information acquired during their employment.
- (e) Information regarding the operations, activities, and business affairs of the practice are also to be kept confidential and not discussed with outsiders.
- (f) Employees found to be in violation of the practice's confidentiality policies are subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties. In preserving the security of files and information, the following are to be observed:
 - 1. Disclosing information -- Information in office files should never be disclosed, except upon express authorization of the psychologist handling the case. In some instances, a written authorization from the client may be sufficient authority.
 - 2. Delivery of documents -- Documents or files are to be turned over only to persons who are properly identified or vouched for and then only in return for a signed receipt and when authorized by the psychologist handling the matter.
 - 3. Use of offices -- In a psychologist's absence, no client, visitor, or stranger may use an office for any purpose unless a member of the office staff is present the entire time. Even if monitored, the desk should be such that files, papers, and correspondence are not exposed. Under no circumstances should a client, visitor, or stranger place a

telephone call from an office, unless given permission by a staff member.

4. Disposal of confidential papers. All confidential papers should be destroyed when no longer needed. This includes rough drafts or interim copies. Paper shredders are located in throughout the office for that purpose.
5. Revealing client's business. One client's business is never to be discussed with another client. As a general policy, it is best not to mention one client's name to another. The temptation to brag about our important clients should be resisted.
6. Discussing practice matters. Do not discuss client matters when clients or visitors are present, particularly in the reception or kitchen areas. A visitor or client who overhears information concerning another of our clients will feel that his or her personal affairs will receive the same lax treatment.
7. Exposure of documents. Copies of correspondence, interoffice memoranda, or any other documents should be placed either on a designated tray on the secretary's desk or on the psychologist's desk.

I have read, understand and agree to the provisions herein.

Employee's Signature (Date)