



## **Confidentiality or Non-Disclosure Agreement**

All KVC personnel, subcontractors, and volunteers are responsible for maintaining the confidentiality of information relating to KVC client(s), client families, staff person(s), or program business. The general expectation that personnel or subcontractors will keep information confidential does not apply when disclosure is necessary to prevent serious, foreseeable, and imminent harm to a client or other identifiable person or when laws or regulations require disclosure with a client's consent. In all cases what is disclosed will be the least amount of confidential information necessary to achieve the desired purpose; only information that is directly relevant to the purpose for which the disclosure is made should be revealed.

Confidential care and treatment includes refraining from identifying a foster child as such in any internet communications with others, including social networking sites. Posting pictures of a child or information identifying a child as a foster child on the internet violates confidentiality requirements.

By my signature below, I attest that I have read and understand the confidentiality or non-disclosure agreement and will abide by it.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date