

# Confidentiality Statement

I hereby acknowledge, as an employee of the \_\_\_\_\_ Conference of Seventh-day Adventists assigned to work at the [Center Name] (“Center”), I understand that I have access to Confidential Information as part of my employment. Confidential Information includes any information relating to specific individuals and situations, including but not limited to the identities of recipients or applicants for services and/or employment, social background information pertaining to specific individuals or families, budgetary items, tuition and/or other methods of financial support, discussion items, and voted actions. Confidential Information also includes documents, in any form, that depict confidential subjects. Confidential Information includes any information that I or others may create, learn, have access to or obtain, whether in tangible form or memorized. Confidential Information includes all financial information of the Center but does not include my rate of pay.

Confidential Information must to be held in the strictest confidence and may not be released, discussed, or used for any purpose not specifically authorized by the state licensing agency, local conference Office of Education, and \_\_\_\_\_ Conference Office of Education.

My personal social networking media posts may not include photos, names or stories that identify specific children, which is Confidential Information.

I understand that at any time upon request of the \_\_\_\_\_ or the Conference, or upon cessation my employment, I must immediately return all materials created, received, or used by me in my employment and maintain the confidentiality of all Confidential Information previously entrusted to me.

I further understand that any such breach of confidentiality may be a violation of law and may be a liability to the facility and the local conference.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director’s Signature

\_\_\_\_\_  
Date