

**DOUGLASS COMMUNITY SERVICE, INC.**

**BOARD MEMBER CONFIDENTIALITY POLICY**

As a member of Douglass Community Services Board, I, the undersigned, hereby agree to keep all information regarding clients and employees in the strictest confidence. This includes personal data gathered in employees and clients' services, children's records, personnel records, and information on file, and any information I may obtain while a member of the DCS Board.

Information may be transferred only if such discussion or release is with those who have a need for such information in order to perform their assigned jobs on behalf of DCS.

---

Employee

---

Date