

**DOUGLASS COMMUNITY SERVICE, INC.**

**CONFIDENTIALITY POLICY**

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

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.

I understand that a breach of confidentiality will result in disciplinary action or termination of assignment.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date