



miskanawah
empowerment • strength • family

Confidentiality Agreement

It is a matter of professional ethics, as well as the policy of Miskanawah that the strictest confidentiality be maintained regarding any information we obtain for the clients we serve. Anyone employed or contracted by Miskanawah must not divulge any information regarding any client and/or guardian, staff, contractor or use knowledge directly or inadvertently gained, for any private purpose.

Material may not be photocopied, photographed, saved on personal devices or posted on social media sites, nor may files be removed from the premises without senior management's knowledge and permission. Locked filing cabinets may not be accessed without the direct permission and supervision of the Team Leader or Associate Director in charge of those files.

It is imperative that the confidentiality of our clients, as well as the business and operations of Miskanawah be maintained at all times.

In the course of our daily work and operations we are governed by and bound to uphold legislation outlined in both the Freedom of Information and Privacy Act, and the Child Welfare Act. Only the Minister of Children's Services may give permission to, or act to release information about a child in the Ministry's care (via Miskanawah). A breach in confidentiality may result in a fine and/or imprisonment.

Agreement:

I understand the above and agree to maintain the privacy and confidentiality of Miskanawah's operations, staff, volunteers, and clients.

Name:

Date:

Signature:

Witness:

Date:

Signature: