



Confidentiality Agreement

During the course of your activity with Village Friends, you may have access to information which is confidential and may not be disclosed except as permitted or required by law and in accord with VF policies and procedures. In order for VF to properly assist members and engage in successful business planning, certain information must remain confidential. Improper disclosure of confidential information can cause several consequences to VF.

Confidential information includes, but is not limited to:

1. Medical and certain other personal information about members.
2. Reports, policies and procedures, marketing or financial information, and other information related to the business of services of VF which has not previously been released to the public at large by a duly authorized representative of VF organization.

If you have any questions at any time concerning the confidentiality or disclosure of information, you should contact a board member of VF at (334) 209 – 4641.

By initialing each section below and signing this Confidentiality acknowledgement, you agree that:

- _____ 1. I will only access business information for which I have a legitimate business.
- _____ 2. Medical information is confidential and my access is restricted to my legitimate medical need to know in regard to diagnosis, treatment and cared of a particular member.
- _____ 3. I am obligated to hold confidential information in the strictest confidence.
- _____ 4. I will not disclose the information to any person or in any manner which is inconsistent with applicable policies and procedures of VF.

I have read and understand this confidentiality agreement, and have had my questions fully addressed. I agree to be permanently bound by the terms of this agreement.

Signature _____

Date _____