

Workforce Confidentiality Agreement

I understand and acknowledge that:

1. As a part of my job responsibilities, I will have access to Confidential Information. “Confidential Information” refers to information, in any form or medium (e.g., verbal, written or electronic), including notes, copies and summaries, maintained, received, created or requested by CSS that identifies, or can be used to identify, any individual and that relates to the physical or mental health of the individual, the provision of health care to the individual or is treated, or designated, by CSS as confidential or for which CSS is under an obligation to keep confidential. Examples of Confidential Information include:
 - Medical and psychiatric records or information of campers or their family members
 - Camper records
 - Computerized camper data
 - Detailed donor demographics
 - Internal CSS financial reports
 - Any human resource information about Directors, employees or volunteers
 - Contracts with vendors
 - Any verbal information provided in reference to the above
2. I shall respect, protect, maintain and safeguard, in the strictest confidence, as part of my legal and ethical responsibilities, and in trust as a fiduciary, the confidentiality, privacy, security and integrity of all Confidential Information. I will take all reasonable steps to prevent the unauthorized access, use or disclosure of Confidential Information.
3. I shall comply with CSS policies and procedures, specifically including the CSS policies concerning confidentiality, privacy and security. I shall comply with applicable confidentiality, privacy and security laws and shall not act, or fail to act, in a manner that would cause CSS to be in violation of such laws. I will not use or disclose Confidential Information in any way that may be detrimental to the camp or CSS personnel.
4. I shall access, use or disclose Confidential Information only in the performance of my assigned duties. I shall make no voluntary disclosure of any Confidential Information, except to persons authorized by CSS to receive such Confidential Information. I agree to discuss Confidential Information only in the work place and only for job related purposes. I will not discuss Confidential Information in a public place, such as elevators, or within hearing of other people who do not have a need to know about the Confidential Information. I will respect the minimum necessary rules. When feasible, I will use or disclose de-identified information instead of Confidential Information.
5. I will not allow anyone to learn my computer password or other access codes that give me access to Confidential Information or leave Confidential Information in an insecure place.

6. I will ensure that no desktop search engine software (e.g., Google Desktop, Yahoo! Desktop, Google Toolbar, Yahoo! Toolbar, etc.) is installed on any electronic device linked to the CSS Network. I will not auto-forward emails sent to my @campschechter.org address to any email address outside the CSS Network, and I will only email Confidential Information when the email is encrypted and prior approval has been given by my supervisor. I will only download or save Confidential Information to a removable device or to a location outside the CSS Network after I have prior approval from my supervisor.
7. I will not receive emails sent to my @campschechter.org address on any mobile device, unless the device has been issued by the camp or approved by my supervisor. All mobile devices receiving emails sent to an @campschechter.org address must be password protected.
8. Any and all Confidential Information of a medical or psychiatric nature may only be stored in a HIPPA compliant database, such as CampMinder. Any electronic device with wireless connectivity is not HIPPA compliant.
9. CSS may perform audits, conduct investigations and review camper records to, among other things, identify inappropriate access. I will cooperate fully with any audit, investigation or review. I will immediately notify camp if I become aware of any actual or potential improper disclosure, receipt, access or use of Confidential Information. I will not retaliate or discriminate against any camper, parent or workforce member for exercising their rights or for complying with CSS policies, legal requirements or this Agreement.
10. In the event of a breach or threatened breach of confidentiality, I acknowledge that CSS may, as applicable and as it deems appropriate, pursue disciplinary action up to and including the termination of my relationship with CSS. Upon the termination of my employment with CSS, I will return all keys, key cards, identification cards and Confidential Information and will cooperate in the termination process.

I acknowledge that I have read and understand the CSS confidentiality policies and that my signature signifies my agreement to comply with this Agreement. This Agreement does not terminate or expire even if my relationship with CSS terminates or changes.

Signature

Date

Printed Name