

First Light



A Place of Gentleness

*The Child Advocacy Center of Grant County
904 B West 3rd Street
Marion, Indiana 46952
765-668-8082
765-668-8087 (Fax)*

CONFIDENTIALITY STATEMENT

I, _____, hereby agree to regard all information received in the performance of my volunteer work for First Light Child Advocacy Center as confidential.

I understand that I may obtain access to sensitive, confidential, restricted, and proprietary information about First Light. This information is not generally known, or made, available to the public, and which the agency has made reasonable efforts to keep confidential. This includes, but is not limited to, financial records, client or vendor records and files, referral or mailing lists, credit card numbers, and similar information whether stored electronically or as documents.

I understand that such confidential information shall be used solely in the performance of my job duties for First Light, and shall not be used in any other manner whatsoever during my employment. I shall not, without prior written consent from the agency, use, disclose, divulge, or publish to any others any such confidential information acquired in the course of my employment. Such confidential information is the exclusive property of First Light, and under no circumstances whatsoever shall I have the right to use, disclose, or publish others confidential information subsequent to the termination of my employment.

I understand that upon termination of employment, I must deliver to First Light any and all confidential information whether stored electronically or as a document. This includes, but is not limited to, all copies of such documents prepared or produced in connection with my employment with First Light, whether made or complied by myself or furnished to me in connection with such services of First Light. In addition, at termination, I must return to First Light all of the agency's non-confidential property, documents, or electronic information.

Signed By: _____

Date: _____

Witnessed By: _____

Date: _____

"we shall have no higher priority than to protect our children"