

INDEPENDENT CONTRACTOR CONFIDENTIALITY AGREEMENT

CONFIDENTIALITY

Each Independent Contractor is responsible for safeguarding the confidential information obtained during service.

Futures Explored is committed to a strict standard of confidentiality to protect the agency, staff, and participants. Any direct or indirect use or dissemination of confidential information relating to Futures Explored, staff, or participants to outside third parties or co-workers except as provided by law or agency policies and procedures is absolutely forbidden both during service and after service has terminated. All company, participant, and personnel information is confidential. Any breach of this policy will not be tolerated and disciplinary action will be taken by Futures Explored. This policy applies to any and all confidential information regarding Futures Explored, participants, significant others, co-workers, supervisors, outside contacts, and the business and affairs of the agency. Independent Contractors may not use for themselves, nor disclose to others, during the term of service or any time thereafter, any confidential information belonging to the agency or relating to its participants. All case records, case histories, or other files and materials concerning the agency and its participants belong to and remain the exclusive property of the agency.

WORKPLACE PRIVACY

Futures Explored is committed to a strict standard of confidentiality to protect the agency, staff, members, and participants. Due to concerns regarding the potential for invasion of privacy, sexual or other harassment, and protection of proprietary or confidential information, Futures Explored prohibits the use of cameras and camera devices, video and audio recording devices, and video or recording features of cell phones and other devices in restrooms, changing rooms, break rooms, and areas Futures has designated as confidential, secure or private, or solely for the use of women to express breast milk, as well as any other area where workers and participants have the expectation of privacy. **The taking, using, and/or sharing of photographs and/or videos of any employee, member, or participant for business use and/or personal use is prohibited without the subject's knowledge and consent.** Prior to the use of photographs and/or videos of any employee, member, or participant for publicity or other media, a Publicity Release consent form must be signed and placed in the individual's file. Futures uses video surveillance in some public areas (not in restrooms, locker rooms or changing areas). The video surveillance does not include sound recording.

CONFIDENTIAL PARTICIPANT INFORMATION

All information and records obtained from or regarding participants are confidential. Futures Explored is committed to protecting confidential information. In order to safeguard the confidentiality of client records contents, individual files are kept in a locked and secure location. Departmental directors may grant their staff access to confidential participant documents on a case-by-case basis, after obtaining a signed release of information form from the participant and conservator(s), if necessary. All California Welfare and Institutions Code restrictions regarding participant information must be met. At all times primary consideration must be given to protecting the security and privacy of our participants' files. Access to these records is limited to the participant and professional staff providing direct service to the persons being served. If any other person or agency that is currently providing services to our participants requests this type of information, the participant will be informed of the request and will determine if s/he wants Futures to release the information to the agency requesting it. The signed approval form with a list of the released documents will be kept in the participant's file.

Independent Contractor Signature

Date

Program Contact Signature / Title

Date