

# Confidentiality Policy

All information, materials, and data provided to the Partnership that identify or reference specific individuals, whether verbal, written, or recorded magnetic media cards or otherwise, must be regarded as confidential information and the Partnership shall keep such information confidential and only use such information solely for the purposes of performing its obligations pursuant to this Agreement.

The Partnership agrees that any of its employees, contractors, agents or representatives who may be in receipt of or are required to work with such confidential information in the performance of their duties shall comply in all respects with this confidentiality requirement.

The Partnership agrees to take all necessary steps to safeguard the confidentiality of such material, information, and data, and further agrees to contractually obligate its employees, agents, contractors and representatives to do the same.

The Partnership shall have every employee sign a Confidentiality Form annually and keep this on file. The Partnership shall ensure that all information in its possession that identifies or references specific individuals provided by or obtained from employees, agents, contractors or representatives regarding recipients of services provided by the Partnership will be maintained in a secure location. All materials, information, and data stored offsite must be maintained securely and in compliance with the requirements of this Agreement and applicable federal and state privacy laws.

To this end, the Partnership shall contractually obligate all its employees, agents, contractors and representatives to, comply with the requirements of this Agreement and all applicable laws including, but not limited to, the Federal Educational Rights and Privacy Act of 1994 (FERPA) and the Family Privacy Protection Act of 2002. The Partnership and its employees, agents, contractors and representatives shall use and/or disclose protected educational and personal information only to the extent necessary to satisfy obligations under this Agreement.

Information may not be released without a properly completed authorization signed by the individual receiving services provided by the Partnership, or his/her parent or guardian. If information is released pursuant to the receipt of a properly completed authorization, documentation of the release must be maintained, along with a copy of the authorization.