

CLIENT CONFIDENTIALITY AGREEMENT

The nature of the Information and Referral services provided by Mile High United Way's 2-1-1 requires that information be handled in a private, confidential manner:

Personal Information about 2-1-1 clients will not be released to anyone outside of 2-1-1 without the written consent of the client or client's guardian; the only exception being disclosure required by law or presence or risk of serious harm to the caller/inquirer or another person. All memoranda, notes, reports, or other documents, electronic or hard copy, containing client personal information will remain a part of the client's confidential record at 2-1-1.

If I have access to confidential client information, I understand that I have a legal obligation to safeguard this information. I understand that if I improperly release confidential information, the results could be damaging to the client, to 2-1-1, and to others. I promise that I will not release confidential information to people not authorized by the nature of their duties to receive such information.

NON-DISCLOSURE AGREEMENT

I understand and agree that 2-1-1 and its staff members may disclose certain business information that is, and must be kept, confidential. To protect such information, and to preserve any confidentiality necessary, I agree that:

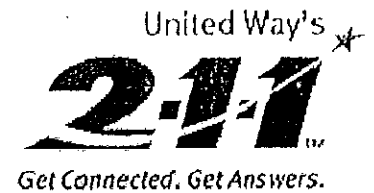
Confidential information disclosed to me may include technical and business information relating to proprietary ideas, trade secrets, existing or contemplated products and services, business processes, research and development, costs, budgets, finances, financial projections, customers, clients, marketing, and current or future business plans and models.

I agree to limit disclosure of confidential Information about 2-1-1 to my organization's members and employees who have a need to know. I will ensure that this information will not be disclosed further (secondary disclosure) unless I am required to do so by law.

I have read and fully understand this Agreement and agree to follow its terms. If I am signing this agreement as a 2-1-1 employee, I understand that the terms apply during and after my employment with 2-1-1. If I have any questions regarding the disclosure of protected information, I will immediately contact 2-1-1. Failure to comply with this agreement may result in prosecution, legal liability for damages, and for 2-1-1 employees, contractors, and students, disciplinary action up to and including termination of employment.

Print and Sign your name on the sheet behind this one.

Joel Friesen
Joel Friesen



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I am a (please check one):

Regular Employee Short-term Employee or Contractor
 Intern/Student/Volunteer Visitor/Other

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Kelly Schlapkehl
Print Name

Denver Health & Hospital Authority
Company/Organization

K Schlapkehl
Signature

12/14/2016
Date