

# Confidentiality Agreement

This Confidentiality Agreement ("Agreement") is made and entered into as of [Date], by and between [Social Service Agency Name] ("Agency") and [Staff Member Name] ("Staff").

## 1. Purpose

The purpose of this Agreement is to ensure the confidentiality of sensitive information that staff members may encounter during their employment with the Agency.

## 2. Definitions

"Confidential Information" includes, but is not limited to, personal client information, case notes, and any other information designated as confidential by the Agency.

## 3. Obligations of the Staff

The Staff agrees to:

1. Maintain the confidentiality of all Confidential Information.
2. Not disclose any Confidential Information to any third party without prior written consent from the Agency.
3. Return all Confidential Information upon termination of employment or at the request of the Agency.

## 4. Duration

This Agreement shall remain in effect even after the Staff's employment with the Agency ends.

## 5. Acknowledgement

The Staff acknowledges that they have read and understood the terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Confidentiality Agreement as of the date first above written.

\_\_\_\_\_  
[Staff Member Name]

Date: \_\_\_\_\_

\_\_\_\_\_  
[Authorized Representative Name]

[Social Service Agency Name]

Date: \_\_\_\_\_