

# Confidentiality Statement

## DIOCESE OF WILMINGTON

### CONFIDENTIALITY AND SECURITY AGREEMENT

As an employee, volunteer, contracted provider, or temporary employee of the Catholic Diocese of Wilmington, you may have access to confidential information including client, financial, or business information obtained through your association with the Catholic Diocese of Wilmington. The purpose of this Agreement is to help you understand your personal obligation regarding confidential information. (See Confidentiality Policy 5.15 Personnel Policies)

Confidential information is valuable and sensitive and is protected by law and by strict policies. The Health Insurance Portability and Accountability Act of 1996 (HIPAA), requires protection of confidential information contained within our information system. Inappropriate disclosure of client data may result in civil and criminal penalties.

Accordingly, as a condition of and in consideration of my access to confidential information, I promise the following:

1. I will not access confidential information for which I have no legitimate need to know and for which I am not an authorized user.
2. I will not in any way divulge, copy, release, sell, loan, review, alter, or destroy any confidential information unless expressly permitted by existing policy except as properly approved by an authorized supervisor within the scope of my responsibilities.
3. I will not utilize another user's password without that person's permission in order to access any system. I will not reveal my computer access code to anyone unless a confirmed request for access to my password has been made by my supervisor and I am able to confirm the legitimacy of the request and the users.
4. If I observe or have knowledge of unauthorized access or divulgence of confidential information, I will report it immediately to my supervisor.
5. I will not seek personal benefit or permit others to benefit personally by any confidential information that I may have access to or what I access as an unauthorized user.
6. I will respect the ownership of proprietary software and not operate any non-licensed software on any computer.

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7. I understand that all information, regardless of the media on which it is stored (paper, computer, videos, records, etc.), the system which processes it (computers, voice mail, telephone systems, faxes, etc.), or the methods by which it is moved (electronic mail, face to face conversation, facsimiles, etc.) is the property of the Diocese of Wilmington and shall not be used inappropriately or for personal gain. I understand that all electronic communication shall be monitored and subject to internal and external audit.
8. I agree to abide by all Diocesan rules and regulations as specified in the Personnel Policies.
9. I understand that my failure to comply with this Agreement may result in disciplinary action, which might include, but is not limited to, termination of employment.

**By signing this agreement, I acknowledge that the Diocese of Wilmington has an active on-going program to review records and transactions for inappropriate access and I understand that inappropriate access or disclosure of information can result in penalties up to and including termination of employment and/or legal action.**

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Signature

Date

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Printed Name