I acknowledge that the Confidentiality Policy applies to all members of the agency, including but not limited to, employees, volunteers, parents, and third parties, whether temporary or permanent, paid or not paid, visiting, or designated as associates, who are employed by, contracted to, The Nest Child Care and Parent Institute.

I acknowledge that The Nest Child Care and Parent Institute has formally stated in the Staff Handbook and Personnel Policies and Procedures Manual – Confidentiality Policy its commitment to preserving the confidentiality and security of the agency, personnel, children’s and family files.

I understand that I may not reveal any confidential information, and that access to this information is permitted only in a need-to-know basis.

I understand that any known or suspected violation of confidentiality information must be reported to my immediate supervisor or Center Manager or Director immediately.

* I have read and agree with the terms of the Nest Child Care and Parent Institute Confidentiality Agreement and I understand that violation of the Confidentiality Policy may result in disciplinary action, up to, and including dismissal.
* I have read and agree with the terms of the Nest Child Care and Parent Institute Confidentiality Policy.
* By entering my name and other identifying information on this page, I am registering my agreement with the above statements.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Employee Signature Date

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Employee Printed Name