



DSCYF CONTRACTOR NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

The undersigned acknowledges that the services the Department of Services for Children, Youth and Their Families (DSCYF) performs for its clients and all other parties involved are confidential. DSCYF and its clients depend upon contractors who have access to department information or are authorized to visit department areas, to keep all information about clients and services confidential. By reason of your duties as a DSCYF contractor representative, you may come into possession, or become aware of, information concerning clients and their families. This agreement applies to information acquired in any way to include without limitation:

- Events or actions involving direct contact with clients, families, or others.
- Information learned by accessing an automated data system or client records to include documents and viewing, or causally observing, documents that may be displayed on computer screens or other electronic presentations.
- Information learned for training purposes.
- Information shared orally through consultation with persons providing services or unintentionally overhearing conversations in DSCYF areas.

By signing below, you are indicating you understand and agree that:

- You are required to comply with DSCYF Confidentiality Policy #205 as it relates to your interaction with confidential DSCYF information. You can access this policy here: <https://kids.delaware.gov/policies/dscyf-policies/>
- You will only access, or seek access to, information in any form that is job-related and necessary for you to complete assignments given you by your contracted agency.
- You will not at any time, during or after your contractual duties or visitation at DSCYF, disclose any confidential information to any person except as permitted by statute, regulation, or as governed by policies of DSCYF or a written informed consent by the person(s) involved. Disclosure means the communication of information by any method including orally, by written document or through access to automated data systems.
- You will safeguard all client-related confidential information acquired orally or through automated or written documentation, so that no one is able to examine, acquire, or copy information unless authorized as indicated above.
- If you are an authorized user of any automated system containing confidential information, you will neither share your password or ID with anyone, nor will you keep a written record of your password or ID in an unsecured location where unauthorized individuals may access them.
- Contractor representatives are responsible for knowing and complying with all active confidentiality policies. Contractor representatives will be notified of revised or new confidentiality policies as appropriate.

The penalty for unauthorized access, disclosure or misuse of confidential information may result in contract termination. Criminal or civil prosecution may also occur as applicable. If you have any questions regarding this document, please discuss fully with the contracted agency before signing. This signed agreement will be retained in a contractor related record. The contract agency should maintain a copy as well.

Name: _____

Signature: _____

Date: _____