



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

CONFIDENTIALITY AGREEMENT

As part of your participation in the Resource Connect Solano Coordinated Entry System (Resource Connect Solano) case conferencing process, you may have access to view, update or modify sensitive information about clients that have been surveyed through the Coordinated Entry System (CES). During Resource Connect Solano case conferencing meetings, clients' clinical and legal information is shared for purposes of assessment and placement. All Resource Connect Solano case conferencing process participants must maintain the confidentiality of all sensitive client information.

Sensitive information includes but is not limited to:

- Client names, nicknames or any other identifying information
- Client address, location or whereabouts
- Client personal finance information including social security numbers, financial data or related information
- Client health information including information on medical conditions, treatment or history
- Any other identifying client information discussed during the case conferencing process

Any information collected, accessed, or viewed, whether it is verbal, written, electronic, printed or any other form, as part of the Resource Connect Solano case conferencing process is to be treated as confidential and must not be disclosed. Sensitive information will not be shared with prosecutors, the police, debt collectors, or a private landlord seeking eviction, unless that party has a lawful warrant or similar order from a Court. In the event you are unsure if information can be shared, **DO NOT DISCLOSE INFORMATION.**

Acknowledgment:

As a participant in the Resource Connect Solano case conferencing process I understand that I will have access to sensitive information. I agree that information obtained during the case conferencing process is NOT to be released to anyone who is not a Resource Connect Solano case conferencing participant.

Unauthorized disclosure of sensitive information received through Resource Connect Solano may be a violation of State and Federal Privacy Laws and punishable by law as a criminal violation and may result in disciplinary action, legal action and may result in dismissal from participation in the Resource Connect Solano case conferencing process.

By my signature above, I acknowledge that I have read and agree to the above stated terms of my participation in the Resource Connect Solano case conferencing process.

Name: _____

Agency: _____

Date: _____

Signature: _____

This agreement shall be good for one year.