

**Kindale Developmental Association  
Confidentiality Agreement**

**General:** Any and all information regarding the following is to be kept in the strictest of confidence.

Individuals receiving services from Kindale  
Employees of Kindale  
Business of Kindale  
Volunteers of Kindale

Confidentiality as dictated by Kindale is the preservation of information concerning a person or Kindale which is disclosed within the relationship with Kindale. Confidentiality is based upon a basic right of individuals receiving service to have a right to privacy and not have that privacy invaded.

Any and all information **may** be released as authorized by the Executive Director under the following circumstances:

1. Information **may** be shared with other associated professionals upon completion of a Release of Information form completed and signed by the individual or the individual's guardian or parent.
2. Information may be shared without a signed Release of Information form in those instances where not releasing the information will place an individual at risk. Significant risk factors for children include: neglect, physical abuse, sexual abuse, emotional abuse, suicide intent and homicide intent. Risk factors for adults include suicide and/or homicide intent.
3. Information will be released as a response to a subpoena for testimony in court.

Breach of confidentiality will result in disciplinary procedures, which could include termination or suspension of employment or relationship.

**I have read and agree to comply with the above confidentiality policy.**

\_\_\_\_\_  
**Member Name**

\_\_\_\_\_  
**Executive Director or Chair Signature**

\_\_\_\_\_  
**Board Member Signature**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_