

**[YOUR LOGO HERE]**

**TEMPLATE: CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, agree with the following statements:

**I have read and understood [name of agency]'s Privacy Policy.**

I understand that I may come in contact with confidential information during my time at **[name of agency]**. As part of the condition of my work with **[name of agency]** I hereby undertake to keep in strict confidence any information regarding any client, employee or business of **[name of agency]** or any other organization that comes to my attention while at **[name of agency]**. I will do this in accordance with the **[name of agency]**'s privacy policy and applicable laws, including those that require mandatory reporting.

I also agree to never remove any confidential material of any kind from the premises of **[name of agency]** unless authorized as part of my duties, or with the express permission or direction to do so from **[name of agency]**.

\_\_\_\_\_  
(Print Staff Name)

\_\_\_\_\_  
(Signature of Staff)

\_\_\_\_\_  
(Signature of witness)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_