

Confidentiality Agreement

Introduction

As an employee or volunteer at Peer2Peer Recovery, I understand the critical importance of maintaining confidentiality to protect the privacy and dignity of our clients, uphold the integrity of our organization, and comply with applicable legal and ethical standards. This Confidentiality Agreement outlines my responsibilities in safeguarding all sensitive information encountered through my role at Peer2Peer Recovery.

Agreement Terms

1. Definition of Confidential Information

Confidential information includes, but is not limited to:

- **Client Information:** Personal details (name, address, date of birth), health and recovery history, treatment plans, and any other information shared by clients during their time with Peer2Peer Recovery.
- **Organizational Data:** Internal reports, policy documents, training materials, operational procedures, and financial records.
- **Staff and Volunteer Information:** Personal data of other employees and volunteers, including contact details, work schedules, and any private information shared within the organization.
- **Partnership and Vendor Details:** Information about Peer2Peer Recovery's partners, vendors, and any contractual or collaborative agreements that involve sensitive data.

2. Scope of Confidentiality

- I agree to maintain confidentiality regarding all information encountered during my service at Peer2Peer Recovery, whether obtained directly or indirectly.
- I understand that confidentiality obligations extend beyond my active service period at Peer2Peer Recovery and remain in effect indefinitely, even after termination or voluntary resignation.

3. Permissible Disclosure

- I agree to only share confidential information with authorized Peer2Peer Recovery staff members and volunteers who require it to perform their duties.
- I understand that no confidential information should be shared with external parties, except in the following cases:
 - **Client Consent:** When explicit, written consent has been obtained from the client, allowing specified information to be shared with designated individuals or organizations.

- **Legal Requirements:** When legally mandated, such as in cases of court orders or reporting obligations under applicable laws.
- **Safety Concerns:** If a client or another individual poses a threat of harm to themselves or others, and disclosure is necessary to prevent harm, as per Peer2Peer Recovery's crisis management policies.

4. **Handling and Protection of Information**

- **Physical Records:** I agree to handle all physical records responsibly. Client files and organizational documents will be stored in secure, locked locations when not in use and will only be accessible to authorized personnel.
- **Electronic Data:** I agree to comply with all digital security protocols, including using passwords, encryption, and secure servers, as established by Peer2Peer Recovery. I will not access, modify, or share electronic records without authorization.
- **Data Disposal:** Upon completing my duties, I agree to securely dispose of any printed or digital information I have accessed that is no longer needed, in accordance with Peer2Peer Recovery's data destruction policies.

5. **Prohibition of Unauthorized Disclosure**

- I understand that I am strictly prohibited from sharing or discussing any confidential information with family, friends, or other external parties. This prohibition applies to all forms of communication, including oral, written, and electronic exchanges, both in and outside of Peer2Peer Recovery settings.

6. **Electronic and Social Media Conduct**

- I will not post, discuss, or otherwise disclose any information about clients, staff, or organizational matters on social media platforms or public forums, even in a vague or indirect manner.
- I understand that any breach of confidentiality through digital platforms or electronic communication will be treated as a serious violation of Peer2Peer Recovery's confidentiality policy.

7. **Reporting Breaches**

- I agree to immediately report any suspected or actual breach of confidentiality to my supervisor or the designated Privacy Officer.
- I understand that any failure to report a breach may be considered a violation of this agreement and could result in disciplinary action.

8. **Disciplinary Actions**

- I understand that any breach of confidentiality, whether intentional or accidental, may result in corrective actions, including but not limited to:
 - Verbal or written warnings.

- Suspension of duties.
 - Termination of employment or volunteer services.
 - Legal action, if applicable, based on the nature and severity of the breach.
-