

## Sample Confidentiality Agreement

I understand that any information concerning the identities and information shared by people participating in project-related focus groups, individual interviews, or other needs assessment activities is to be kept confidential at all times.

The only exceptions to the above confidentiality policy are as follows:

1. When \_\_\_\_\_ (agency) is bound by the law to report suspected child abuse, elder abuse, and/or the abuse of a person with a disability and/or homicide or homicidal or suicidal threats.
2. \_\_\_\_\_ (agency) will comply with court orders and properly issued subpoenas.
3. When \_\_\_\_\_ (agency) staff are bound by state law requirements to report abusive, illegal, or sexually exploitive acts by other mental health professionals or organizations.
4. \_\_\_\_\_ (agency) staff may discuss confidential information about focus group and individual interviews with other project staff who have signed confidentiality agreements.

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

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Print Name**

**Date:** \_\_\_\_\_