



CONFIDENTIALTY AGREEMENT

PURPOSE

This confidentiality agreement is to protect the identity and privacy of our women. Staff, volunteers, and visitors of Poiema Foundation encounter personal and sensitive information about our women and to avoid causing them or their families harm, it is very important to refrain from disclosing any information to third parties.

CONFIDENTIAL INFORMATION

Confidential information should never be discussed in the presence of or shared with or released to third parties, including any files or documents, except under the terms outlined below.

Confidential information includes, but is not limited to, the following:

- Identifying information about the women, including name, address or phone number.
- Information relating to the woman's family.
- Information regarding the woman's legal status, criminal history or medical information.
- Any other information that would identify the woman or potentially place the woman and/or her family members at risk.
- Any information that would disclose the location of our facilities.

TERMS

By signing this Confidentiality Agreement, you agree to the highest ethical standards and to abide by the following provisions:

- All communications between staff, volunteers, and women are confidential
- The staff member or volunteer shall not disclose confidential information to a third party without the consent of the House Director and the survivor.
- I understand that as a staff member or volunteer, I have a duty to keep a survivor's information confidential throughout my term as a staff member or volunteer, as well as after my employment or volunteer status ends.
- I understand that my failure to abide by the terms of this confidentiality agreement may result in the termination of my participation as a staff member or volunteer at Poiema Foundation.

I, _____, understand and agree to the terms of this document and I understand my responsibilities as a volunteer or employee. I understand that disclosing the location of the safe house may result in prosecution, for all parties involved, under the following felony statutes in the Texas government code 420.071a-d.

Signature

Date