



Guardians of the Children

Salt City Kansas Chapter

As a user of information with Guardians of the Children, you may develop, use, or maintain (1) information, (2) personnel information, or (3) confidential information of Guardians of the Children and/or third parties, including third-parties such as SRS and or any and all agencies who Guardians of the Children choose to work with. This information from any source and in any form, including, but not limited to, paper record, oral communication, audio recording, and electronic display, is strictly confidential. Access to confidential information is permitted only on a need-to-know basis and limited to the minimum amount of confidential information necessary to accomplish the intended purpose of the use, disclosure or request.

It is the policy of Guardians of the Children that members and volunteers shall respect and preserve the privacy, confidentiality and security of confidential information. **Violations of this statement include, but are not limited to:**

- Accessing information that is not within the scope of your duties;
- Misusing, disclosing without proper authorization, or altering confidential information;
- Disclosing to another person your sign-on code and/or password for accessing electronic or confidential information or for physical access to restricted areas;
- Using another person's sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas;
- Intentional or negligent mishandling or destruction of confidential information;
- Leaving a secured application unattended while signed on; or
- Attempting to access a secured application or restricted area without proper authorization or for purposes other than official Guardians of the Children business.

Violation of this statement may constitute grounds for corrective action up to and including termination of membership. Unauthorized use or release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties.

I have read and agree to comply with the terms of the Confidentiality statements and confidentiality practices of the Guardians of the Children, Salt City Chapter.

Name: _____
(please print)

A.K.A.: _____

Signature/Date: _____ / _____
(please sign) (Date)