HEARTS OF ABA

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FIELD OBSERVATION CONFIDENTIALITY AGREEMENT

I. This Confidentiality Agreement serves to protect the identity and privacy of our clients and HEARTS of ABA. Due to the nature of the job, staffs at HEARTS of ABA encounter sensitive information on a daily basis. This is a common occurrence when working with individuals with special needs. Therefore, it is imperative that observers partaking in field observations refrain from disclosing any information about our clients or the operation of our company to third parties.

II. Confidential client information should never be discussed in the presence of third parties under any circumstances. Any files and/or documents containing confidential information should never be shared or released to third parties under any circumstances. Confidential information includes, but is not limited to, the following:

(1) Information about the client, including name, address or phone number. (2) Information relating to the client's family, friends, or associates. (3) Information regarding the client's personal or socioeconomic status. (4) Any other information that would identify the client or potentially place the client and/or family members in distress. In addition, (5) any information relating to the operation of HEARTS of ABA, which include, but is not limited to, data sheets, clients' reports, and/or any job related activities that would be detrimental to the operation of the company.

III. By signing this Confidentiality Agreement, you agree to abide by the following provisions:

(1) All communications between staff, observers, and clients are confidential. (2) Observer shall not disclose confidential information to a third party without the client's consent. (3) Observer shall not disclose confidential information to a third party without HEARTS of ABA's knowledge and consent. (4) Observer understands that they have a duty to keep client information confidential during and after the application process. (6) Observers understands that failure to abide by the terms of this Confidentiality Agreement may result in the termination of candidacy status and can result in potential legal actions.

I, (Full Name) _____ have read the above HEARTS of ABA Confidentiality Agreement and understand its terms and my responsibilities as a candidate for employment.

_____ _____ _____

Signature of Observer/Candidate Signature of Supervisor Date

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