

STATEMENT OF CONFIDENTIALITY

TOMAGWA HealthCare Ministries operates on the foundation of integrity and respect for the dignity of all people. This statement of confidentiality is to inform all volunteers and employees of their responsibility to ensure that a breach of confidentiality does not occur.

Confidential information includes but is not limited to:

- Patients' Medical Records
- Patients' Medical History
- Patients' Diagnosis and Treatment
- Patients' Financial Information
- Any Information in a Patient's File Regarding Family Members

- All Information Contained in Volunteers' or Employees' Personnel Files

- All TOMAGWA financial information

- All donor information, including but not limited to name, address, phone numbers, email addresses and business.
- All donation information, including amount and purpose

- All network information, including but not limited to, committee member lists, newsletter lists, mailing lists, including names, addresses, phone numbers email addresses and business.

This information may exist in the form of computer-based systems or non-computer based written, pictorial, graphic, or auditory forms.

I agree not to disclose confidential information to third parties not affiliated with *TOMAGWA* HealthCare Ministries, except as required by law. I agree not to discuss or otherwise disclose confidential information unless absolutely necessary while acting within the course and scope of my duties. ALL SUCH DISCUSSIONS SHALL BE LIMITED TO ONLY THE APPROPRIATE CLINIC PERSONNEL AND MEDICAL STAFF WHO HAVE A NEED TO KNOW SUCH INFORMATION IN THE DELIVERY OF PROFESSIONAL SERVICES.

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The above information shall not be disclosed without the express permission of the TOMAGWA Executive Director or designee.

I understand the above statements on inappropriate disclosure of confidential information. I recognize as a staff member, volunteer or student that **corrective actions up to and including discharge will be implemented if inappropriate disclosure occurs.**

Print Name

Signature

Date

Home Phone Number

For Students:

School