



Crook County
Human Resources 300 NE
3rd Street; Ste 200
Prineville, OR 97754
541-416-3800

CONFIDENTIALITY AGREEMENT EMPLOYEE OR VOLUNTEER

Crook County employees and volunteers have an obligation to safeguard confidential information and records to which they have access or become aware of during the performance of their job duties. Confidential information is information which is private or which the law prohibits disclosure of to unauthorized persons. For example, medical records, mental health records, personal information and financial records of individuals and businesses are confidential.

It is important that you understand your obligation to maintain the confidentiality of information and records you may access or become aware of while working for Crook County. Improper disclosure or release of confidential information or records can be damaging or embarrassing and can result in personal legal liability or criminal penalties. Also, any employee or volunteer who improperly uses, discloses or releases confidential information or records will be subject to disciplinary action, up to and including termination of employment or volunteer status with Crook County. Except as is necessary to perform official work for Crook County, no employee or volunteer of Crook County is authorized to use, disclose or release any information or records to which the employee or volunteer has access or becomes aware of during his or her work for Crook County without the express approval of the employee's or volunteer's supervisor or Department Head.

As an employee of or volunteer with Crook County, you need to agree to abide by the laws and policies governing confidentiality by signing this Confidentiality Agreement. If, at any time, you have any questions regarding confidentiality laws or policies or regarding your obligation to maintain the confidentiality of any information or records, you are to contact your supervisor, Department Head or Crook County Legal Counsel.

BY SIGNING BELOW, I CERTIFY THAT I HAVE READ AND UNDERSTAND THIS AGREEMENT, THAT AS AN EMPLOYEE OF, OR VOLUNTEER WITH CROOK COUNTY I HAVE A DUTY TO ABIDE BY THE LAWS AND POLICIES REGARDING CONFIDENTIAL INFORMATION AND RECORDS, AND THAT I WILL ABIDE BY THOSE LAWS AND POLICIES. I FURTHER UNDERSTAND AND AGREE THAT IF I IMPROPERLY USE, DISCLOSE, OR RELEASE CONFIDENTIAL INFORMATION OR RECORDS, I WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OF MY EMPLOYMENT OR VOLUNTEER STATUS WITH CROOK COUNTY.

Employee or Volunteer (Print)

Signature

Date