



County of Faribault

BLUE EARTH, MINNESOTA

CONFIDENTIALITY AGREEMENT

Faribault County is committed to maintaining the highest standard of confidentiality for all veteran information. Faribault County has a responsibility to ensure that all staff understand the legal requirements of confidentiality and privacy under Minnesota and Federal law.

The responsibility to preserve confidential and privileged information rests with each employee of Faribault County. Employees of Faribault County may, in the course of their service, come to know and/or possess information considered confidential. Every effort will be made to restrict family member information/records. If contact with family member information would occur, immediate notification or acknowledgement of such occurrence should be brought to the attention of supervision. Within the scope and practice of their responsibilities, employees may have a legitimate reason to discuss information, when information must be discussed with others in the course of employment responsibilities, the employee shall use discretion to ensure that such conversations cannot be overheard by others not involved in the discussion.

By signing this CONFIDENTIALITY AGREEMENT, the individual is acknowledging that he/she understands the expectation and requirement that any such privileged and confidential information be safeguarded and held in the strictest confidence.

By his/her signature below, agrees that he/she will not divulge any information during or after his/her term with Faribault County, without (1) a written release of such specific information from the County; (2) unless directed to do so by an immediate supervisor; or (3) unless required by court order or subpoena. This agreement, in addition to covering the confidentiality of protected information while working with Faribault County, continues, *in perpetuity*, following termination of such relationship.

This CONFIDENTIALITY AGREEMENT to ensure the protection of information extends to verbal and written release of such protected information, as well as any and all electronic transmission, communication, access or release of such information.

I reviewed the Employee training on confidentiality in the workplace with my supervisory or designee and I understand and agree to be bound by the terms of this Agreement and covenant not to release, without authorization, information stipulated by local, state and federal law. I understand that violation of this CONFIDENTIALITY AGREEMENT may result in corrective action, up to and including termination of employment with Faribault County or legal action against me.

Signature of Employee

Date

Name (Print)