Sample Confidentiality Agreement

I understand that any information concerning the identities and information shared by people participating in project-related focus groups, individual interviews, or other needs assessment activities is to be kept confidential at all times.

The only exceptions to the above confidentiality policy are as follows:

1. When (agency) is bound by the law to report suspected child abuse, elder abuse, and/or the abuse of a person with a disability and/or homicide or homicidal or suicidal threats.
2. (agency) will comply with court orders and properly issued subpoenas.
3. When (agency) staff are bound by state law requirements to report abusive, illegal, or sexually exploitive acts by other mental health professionals or organizations.
4. (agency) staff may discuss confidential information about focus group and individual interviews with other project staff who have signed confidentiality agreements.

# I have read, understood, and agree to comply with the confidentiality policy described above.

**Signature Print Name**

# Date: