



Senior Resources, Inc. – Confidentiality Policy

All information about clients/employees remains confidential and may not be disclosed except:

- ❖ Upon the written consent of the client/employee or their legal representative or next of kin if the client is physically or mentally unable to consent.
- ❖ To agency personnel, as determined by the Executive Director, who have a need to for such information in connections with their duties.
- ❖ To authorized personnel for the purposes of conducting research, audits, or program evaluations provided that such personnel may not identify clients/employees in any report.

NOTHING IN THIS POLICY OF SENIOR RESOURCES, INC. IS INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT.

My signature below acknowledges my receipt of a copy of Senior Resources, Inc.'s Confidentiality Policy (with an issue date of February 20, 2014). I further acknowledge that I have been instructed to direct any questions about this policy and any future revisions/additions to the Executive Director of Senior Resources, Inc.

Signature

Print Name

Date

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