



## CONFIDENTIALITY AGREEMENT

By my signature on this form, I agree to keep all information seen, heard, or otherwise accessed while on the premises of Family Focus, Inc. and/or while providing services to Family Focus, Inc. confidential. This includes all client information and all information regarding the business operations of Family Focus, Inc. This information is not to be shared or disclosed in any manner to any third parties for any reason without the express authorization of Family Focus, Inc. Examples of such information include, but are not limited to:

- a. Client care information whether seen or heard, including but not limited to, all information regarding a client's identity, financial information, communication between a client and family and friends, as well as any client specific information.
- b. Family Focus, Inc. business information including operations and financial information.
- c. Written client information on reports, schedules, sign-in sheets, trash, etc.
- d. Information incidentally accessed as part of machinery repair activities, provision of services, etc.

Furthermore, no written or printed information generated by Family Focus, Inc. containing client information shall be removed from Family Focus, Inc. without the express written consent of Family Focus, Inc.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name