

# Upper Des Moines Opportunity, Inc.

101 Robins Street • PO Box 519 • Graettinger, IA 51342 • www.udmo.com • EOE

Phone: (800) 245-6151 or (712) 859-3885 • Fax: (712) 859-3892

*"We are dedicated to helping build stronger communities by addressing the effects of poverty on individuals and families."*

## STATEMENT OF CONFIDENTIALITY

Due to nature of business that Upper Des Moines Opportunity, Inc. (UDMO) conducts and the clients it serves, it is necessary to insure the utmost in confidentiality. When you accept a position at UDMO as an employee/member of councils or boards/or are a volunteer, independent contractor, RSVP, Experience Works, or other worker, you assume an obligation to keep in confidence all the information that you may obtain during the course of your involvement with Upper Des Moines Opportunity, Inc.

This would include any PHI (Protected Health Information) defined as "any client identifiable information" regardless of the media form in which it is (or was) stored, and any and all user ID/Password combinations.

Confidential information should not be revealed or discussed with anyone other than the staff or board of UDMO.

Indiscriminate use of confidential information is unacceptable and will result in dismissal.

I do hereby state that I have read this statement and understand that if I violate confidentiality, it will result in dismissal.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date