

**CONFIDENTIALITY POLICY**

SIX POINTS EVALUATION AND TRAINING, INC.

**Adopted by the Board of Directors on  
February 26, 2019  
(Original effective date: July 27, 2010)**

**STATEMENT OF CONFIDENTIALITY**

All persons who are involved in or associated with Six Points programs and operations must give consideration to the importance of understanding and maintaining confidentiality of information.

Confidential information includes, but is not limited to, Client Identity, Client Protected Health Information, Client personal lives, Client families, Client Records, Six Points financial data, employment and business records, donor information, operating policies and procedures, trade secrets, know how, and any other Client information of a private or sensitive nature. Confidential Information should be shared only among staff and other support persons with a need to know. Procedures for the disclosure of confidential information are detailed in the Six Points policies and procedures.

This Statement of Confidentiality applies to everyone associated with Six Points in any manner. Confidentiality must be maintained during and following an individual's time of service to Six Points.

The signature below indicates that this Statement of Confidentiality has been reviewed and understood.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Signature of Six Points Staff)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)