

AIAFS Confidentiality Agreement

The American Institute for the Advancement of Forensic Studies (AIAFS) has a legal and ethical duty to protect the private and confidential information its business. As an employee, intern, volunteer, or independent contractor of AIAFS, I understand that I may have access to confidential information of staff, clients, training associates and business information for AIAFS while performing my duties for AIAFS. I agree as follows:

Client Health Information:

1. I will follow the standards for use and disclosure of client and business information in applicable law and AIAFS policies.
2. I will obtain access to information only to perform my duties for AIAFS and only to the extent needed to perform those duties.
3. I will not release or disclose any confidential business related information unless required as part of my duties for AIAFS.
4. I will share AIAFS information with others only in the course of my duties and only with people and organizations that need to know in order to perform work for AIAFS or as legally required.
5. I will follow AIAFS Records Retention Policy and any other policies related to handling business information.

Confidential Business Information:

I will not disclose any confidential business information about AIAFS to anyone unless such disclosure is related to my duties and authorized by AIAFS.

Computer Security:

1. I will maintain the security of computer accounts and passwords that I use in connection to my work for AIAFS on AIAFS computers and network systems.
2. I understand that my use of AIAFS computer system may be monitored to ensure appropriate access and use of business related material, confidential business information and the Internet.

I understand that violation of this Confidentiality Agreement may be grounds for action by AIAFS including but not limited to suspension, termination and legal action.

Signature: _____

Date: _____

Printed name: _____