

Organization: Story County Analysis of Social Services Evaluation Team (ASSET)
Policy: Confidentiality Agreement
Date Adopted: 8/4/2021

Story County ASSET
Confidentiality Agreement

Individuals who serve with Story County ASSET in the following areas are required to sign the Confidentiality Agreement annually. Story County ASSET and its voting members/staff persons, hereinafter referred to as “board” and “board member(s)”, agree to the following outlined below:

Individuals to sign include:

1. Board Member
2. Funder Staff
3. ASSET Administrative Assistant

Any individuals who have signed the Confidentiality Agreement and does not follow the terms of the Agreement may be removed from their position by the ASSET Administrative Team.

Agreement

I understand that through my involvement with Story County ASSET, I may receive or have access to confidential information. I agree that I will maintain in strict confidence any confidential information about which I become aware, whether written, oral, or visual. I also agree that I will not disclose, use, duplicate or otherwise divulge any confidential information directly or indirectly to any other person or entity except when appropriate in my work with Story County ASSET. I understand that any information shared during my involvement with Story County ASSET shall not be disclosed at any time beyond my involvement.

I agree that I will not knowingly alter, destroy or mutilate documents (online or hard-copy) with the intent to impede, obstruct or influence the accuracy and completeness of retained records.

Confidential Information includes, but is not limited to:

1. Information relevant to funders that is not open to the public;
2. Individual ASSET funded agency data (ClearImpact Scorecard);
3. Non-public information concerning Story County ASSET’s affairs;
4. Information relating to ASSET Agency program participants, including names, contact information, and any personal information.

Non-Confidential Information

This agreement shall not apply to any information that:

1. Is determined to be public records under Chapter 22 of the Iowa Code, the Iowa Open Records Law;
2. Is received by the board member from a third party not privy to this Agreement as a matter of right and the third party is under no obligation to keep the information confidential;
3. Was independently developed by the signee without reference to or use of the Confidential Information;
4. Is disclosed by Story County ASSET in any publicly available regulatory filing; or
5. Is otherwise approved for release y written authorization of the Story County ASSET Administrative Team.

Date: _____ Printed Name: _____ Signature: _____