



1-224-639-3295 (USA)
princessesandladies.org
info@princessesandladies.org
princessesandladies@gmail.com

1-876-422-2527 (Jamaica)
twitter.com/WomenConquer
instagram.com/womenconquer
facebook.com/PrincessesandLadies
linkedin.com/company/princesses-and-ladies
pinterest.com/PrincessesandLadies

Confidentiality Agreement

Last Name: _____ First Name: _____

Address: _____

Phone Number: _____ Email Address: _____

I agree to keep any and all information about the clients of Princesses and Ladies Inc. and its affiliates confidential. This includes all forms of verbal, written and/or electronic communications, observations and information made by and between or about the girls and women Princesses and Ladies Inc. serves. This information includes names, any and all identifying information, files, notes and other pieces of information obtained at Princesses and Ladies Inc.

I further agree to keep confidential any and all information regarding fiscal, administrative and personnel information. All files, notes and client information must remain on the premises at all times in the designed secure area. I also agree to adhere to the policy set forth for maintenance and destruction of these records.

Princesses and Ladies Inc. abides by all social workers' ethical responsibilities, including the responsibilities to clients. One such responsibility is the 1.07 Privacy and Confidentiality which has specific obligations. Non-compliance of these responsibilities could result in disciplinary action and/or termination. These legal responsibilities continue even after the staff member, volunteer and or intern is no longer employed or serves as a volunteer or intern for Princesses and Ladies Inc. Client information may only be disclosed through the use of the agency approved Client's Waiver and Consent Release of Information form.

Exceptions are as followed:

- As mandated reporters all staff, volunteers and interns are required to report allegation and observation of child or elder abuse, neglect and exploitation. Prior to calling, we will discuss the issues and invite you to report the allegations.
- We are all required to report when suicide (self-harm) or homicide (harm to others) is threatened and determined probable.

I agree to each and all of these statements. Staff _____ Volunteer _____ Intern _____

Name: _____ Signature: _____ Date: _____

Princesses and Ladies Inc. rep. _____ Date: _____