

**CONFIDENTIALITY AGREEMENT**

(To be signed by the contracted provider  
who will have access to confidential information)

\_\_\_\_\_, duly authorized representative of \_\_\_\_\_,  
("the Contractor") a contracted provider to the Department of Children and Families,  
hereby understands and agrees as follow:

1. In the course of providing contracted services to the Department of Children and Families' \_\_\_\_\_ office, employees of the Contractor will have access to confidential DCF case records and information. The Contractor will ensure that each of its employees who enter the DCF work area understands the following conditions.
2. No documents shall be moved or removed from their present location, except as necessary to provide contracted cleaning services.
3. No employee of the Contractor shall remove any documents or records from the DCF office.
4. No employee of the Contractor shall photocopy, scan or otherwise duplicate any documents or records.
5. No employee of the Contractor will read any documents or case records.
6. In the event an employee of the Contractor inadvertently gains knowledge of confidential information, the employee will not discuss this information with any person who is not employed by DCF.
7. In the event an employee of the Contractor recognizes the name of a DCF adult or child client, or is familiar with any other aspect of a case to which the employee has access, the employee will immediately notify his or her supervisor and will not read additional information or access the case further. The supervisor will immediately inform a DCF employee.
8. "Confidential information" includes, but is not limited to, client names, client contact information, and details of clients' cases whether received in oral or documentary form.
9. Connecticut General Statutes §17a-101 addresses the confidentiality of DCF case records and states:

*"...The information contained in reports and any information relative to child abuse, wherever located, shall be confidential..."*

*"...Any violation of this section...shall be punishable by a fine of not more than one thousand dollars or imprisonment for not more than one year."*

10. The Contractor will explicitly inform each employee who enters the DCF offices that he or she will be subject to the above-cited criminal penalty if he or she illegally discloses confidential DCF information.

11. The Contractor and its employees understand that they will also be subject to a civil lawsuit if they illegally disclose confidential information. In the event of a civil lawsuit due to the breach of confidentiality by an employee of the Contractor, neither DCF nor the State of Connecticut will be responsible for any costs or damages associated with said suit.

---

---

*Date*

---

*Witness*

---

Name of Intern (Printed)

---

Signature

Date