

Client Information is Confidential - general usage guidelines.

This agreement is for use primarily with contractors that do not need, see, or use client information/-PHI to perform their contract. If such contractors see clients or client PHI, it would be incidental to their contracted duties.

This agreement is primarily for use in contracts such as housekeepers, repair/maintenance, pest control services, trash removal services, and the like.

The contractor agrees that it will train its employees, volunteers, and agents that such information is strictly confidential and will not discuss, repeat, or in any manner provide any client information/PHI to any other person or entity.

**Understanding and Assurances that Client Information
is Confidential and will not be used, discussed
or provided to any other person or entity**

The parties hereto understand and agree that all client information, including, but not limited to name, location (e.g., facility, building, city), characteristics, health, and treatment, shall be treated as strictly confidential so as to comply with all applicable state and federal laws, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and other laws and regulations regarding the confidentiality of any client information, including medical information or records.

While Contractor, its employees, volunteers, and agents are not authorized to view or access client information, it is recognized that Contractor, its employees, volunteers, and agents may inadvertently come into contact with such information. Contractor agrees to train its employees, volunteers, and agents concerning such confidential information and also agrees that such information shall be maintained strictly confidential by the Contractor, its employees, volunteers, and agents. Neither Contractor, nor its employees, volunteers, and agents shall ever retain, copy, or use such information in any manner.

The parties hereto agree that failure to comply with this confidentiality requirement may require sanctions, up to and including termination of this contract.

Signature

Date