

## APPENDIX A – CLIENT CONFIDENTIALITY CONTRACT



### Planned Parenthood Toronto Client Confidentiality Contract

I, \_\_\_\_\_, hereby undertake as part of the condition of my employment, volunteer role or student placement with Planned Parenthood of Toronto, to keep in strict confidence, any information received or observed about a client of any of the agency's programs.

I agree to familiarize myself with and abide by all policies, principles and procedures developed by PPT to protect client confidentiality.

The value of client confidentiality is one that is strongly held by Planned Parenthood of Toronto and I understand and agree that I have a responsibility to protect the anonymity of all PPT clients, their families, friends and associates, and that this responsibility outlives the termination of my employment or association with PPT.

I agree that information received or observed about a client during my course of work or while handling files or documents, will be held by me in confidence and disclosed only if I am authorized in writing or obligated legally or professionally to do so. (Professional obligation would involve conferring with other staff in regards to a client's treatment.) I further agree to guard against any confidential information being received or observed by someone not authorized to do so.

I will not publish or otherwise make public any confidential information such that the person or persons involved will be identifiable, except as I legally may be required to do so.

I understand that failure to abide by this contract whether by omission or commission is a serious breach of my agreement with PPT and could have consequences for the client, his or her family, friends and associates. I also understand that it could involve PPT in public controversy and expose the Agency to possible financial liability.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Witness** \_\_\_\_\_