

SECTION:	Values
SUBJECT:	Confidentiality Agreement
PURPOSE:	To protect confidential information pertaining to Gatesway and the individuals we serve.
POLICY:	Confidentiality Policy
Policy Established: 8/10	Revised: 11/16, 1/17, 4/17, 9/17
Approved by:	

A. Definition:

Confidential information regarding Gatesway business, the individuals Gatesway serves, and confidential personnel matters are the subject to the definitions of this policy.

B. Procedure; Individuals Served:

Employees are expected to conduct themselves in a professional manner. All information about the individuals we serve is confidential and should only be shared on a “need-to-know” basis.

Records of individuals served are to be kept confidential and are the property of Gatesway. Information pertaining to the individuals care and their personal information under the direct control of Gatesway. No one shall remove this information from Gatesway’s control without written consent from the CEO or his/her designee. All inquiries concerning individual should be referred to the Division President.

C. Procedure; Company Confidential Information:

Employees shall not, unless required by law or with the written permission of Gatesway, directly or indirectly use, divulge, disclose or make accessible to any other person or entity any confidential records or information relating to Gatesway, including but not limited to the following: (i) practices, policies, and/or procedures; (ii) trade secrets; (iii) client or customer name/identities/contact information or other confidential information, such as protected health information; (iv) any information regarding existing or prospective future business, planning, or development; (v) contracts or proposed contracts; (vi) financial information; (vii) staffing or personnel utilization; (viii) salary or wage levels; (ix) privileged communications; and (x) other information pertaining to Gatesway’s business, customers, clients, vendors, and relationships that is not generally known outside Gatesway not herein specifically listed. Any statement made to a member of the press on behalf of Gatesway will be under the direction of the CEO or his/her designee.



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Confidentiality Agreement

I have read and received the Confidentiality agreement and agree to abide by the rules stated within. I have read and understand that failure to adhere to this policy may result in termination of employment and entitles Gatesway to pursue any legal and/or equitable remedies available to Gatesway.

Employee (Print)

Date

Employee (Signature)