

(Sample – print on agency letterhead)
Confidentiality Agreement

I _____ (print name) have been informed of the agency's confidentiality policies and I understand that all client information obtained through this survey and any of its supporting documents (contact sheets, logbook pages, etc.) are confidential. I further understand that it is a condition of my employment on this project to maintain strict confidentiality by never talking about any client to anyone outside of the POMP project team and to protect confidential documents in my possession, including printed copies, information sent via email attachments, and the transport of confidential data stored on electronic devices, in such a way that their contents cannot be seen by anyone outside of the project team.

Signature

Date