

**CONFIDENTIALITY PLEDGE FOR WORKFORCE MEMBERS WHO ARE
CONSULTANTS, CONTRACTORS OR VENDORS**

I understand that I require information to perform my duties at Georgia Cumberland Academy. This information may include, but is not limited to, information on patients, employees, students, other workforce members, donors, research, and financial and business operations. Some of this information is made confidential by law (such as “protected health information” or “PHI” under the federal Health Insurance Portability and Accountability Act) or by Georgia Cumberland Academy policies. Confidential information may be in any form, e.g., written, electronic, oral, overheard or observed. Access to all confidential information is granted on a need-to-know basis. A need-to-know is defined as information access that is required in order to perform my work.

I will not disclose confidential information to patients, friends, relatives, co-workers or anyone else except as permitted by Georgia Cumberland Academy policies and applicable law and as required to perform my work as a consultant, contractor or vendor for Georgia Cumberland Academy.

I will protect the confidentiality of all confidential information, including PHI, while at Georgia Cumberland Academy and after I leave Georgia Cumberland Academy. All confidential information remains the property of Georgia Cumberland Academy and may not be removed or kept by me when I leave Georgia Cumberland Academy except as permitted by Georgia Cumberland Academy policies or specific agreements or arrangements applicable to my work as a consultant, contractor or vendor for Georgia Cumberland Academy.

If I violate this pledge, I may be subject to adverse action up to and including termination of my ability to work at or on behalf of Georgia Cumberland Academy. In addition, under applicable law, I may be subject to criminal or civil penalties.

I have read the above pledge and agree to be bound by it.

Name: _____ Company: _____

Signature: _____ Date: _____

Georgia Cumberland Academy Dept/School for which providing services:

The original signed copy of this Pledge should be retained in the Computer Help Desk or the office of the primary GCA unit engaging such persons.

Copy to consultant, contractor or vendor.