



Electronic Compliance, Confidentiality and Non-Disclosure Agreement

***Please read carefully, sign and return to the Compliance Officer.**

Agency information that may include, but is not limited to, financial, patient identifiable, employee identifiable, intellectual property, financially non-public, contractual, of a competitive advantage nature, and from any source or in any form (i.e. paper, magnetic or optical media, conversations, film, etc.), may be considered confidential. (Information's confidentiality and integrity are to be preserved and its availability maintained). The value and sensitivity of information is protected by law and by the policies of CETPA, Inc. The intent of these laws and policies is to assure that confidential information will remain confidential through its use, only as a necessity to accomplish the agency's mission.

As a condition to receiving a computer User's Password and allowed access to a system, and/or being granted authorization to access any form of confidential information identified above, you must agree to comply with the following terms and conditions:

1. My User's Password is equivalent to my LEGAL SIGNATURE and I will not disclose this code to anyone or allow anyone to access the system using my User's Password.
2. I am responsible and accountable for all entries made and all retrievals accessed under my User's Password, even if such action was made by me or by another due to my intentional or negligent act or omission. Any data available to me will be treated as confidential information.
3. I will not attempt to learn or use another's User's Password.
4. I will not access any on-line computer system using a User's Password other than my own.
5. I will not access or request any information I have no responsibilities for. In addition, I will not access any other confidential information, including personnel, billing or private information.
6. If I have reason to believe that the confidentiality of my User's Password/password has been compromised, I will immediately notify CETPA IT/administration staff.
7. I will not disclose any confidential information unless required to do so in the official capacity of my employment or contract. I also understand that I have no right or ownership interest in any confidential information.
8. I will not leave a secured computer application unattended while signed on.
9. I will comply with all policies and procedures of CETPA, Inc. relating to confidentiality of information and User's Passwords.

10. I understand that my use of the system will be periodically monitored to ensure compliance with this agreement.

11. I agree not to use the information in any way detrimental to the organization and will keep all such information confidential.

12. I will not disclose protected health information or other information that is considered proprietary, sensitive, or confidential unless there is a need to know basis.

13. I will limit distribution of confidential information to only parties with a legitimate need in performance of the organization's mission.

14. I agree that disclosure of confidential information is prohibited indefinitely, even after termination of employment or business relationship, unless specifically waived in writing by the authorized party.

Print Name: _____

Signature: _____ Date: _____