



Administrative Office
89 Portsmouth Avenue
Stratham, NH 03885
P: 603.772.9830
F: 603.772.4917

Exeter Center/School Age Office
13 School Street
Exeter, NH 03833
P: 603.772.4132
F: 603.772.5962

Newmarket Center
3 Simons Lane
Newmarket, NH 03857
P: 603.659.2324
F: 603.659.6882

Pease Center
81 New Hampshire Avenue
Portsmouth, NH 03801
P: 603.766.5437
F: 603.766.5439

Confidentiality Statement of Agreement

I, _____, agree to adhere to the following policies of Great Bay Kids' Company, Inc. I understand the importance of confidentiality and the integral effect that confidentiality has on client and volunteer safety as well as the ability of the agency to best serve people that seek our services.

I agree to keep all client information within the confines of the agency. Unless a client has given Great Bay Kids' Company permission in writing to release information to a specific person or agency, I will discuss clients and cases only with other Great Bay Kids' Company volunteers and staff, if necessary and appropriate. I will NEVER publicly acknowledge that a person has or had contact in any way with the agency.

I agree to keep confidential the names of other volunteers unless I have clear permission to publicly acknowledge their connections with the agency. I agree to keep personal information about other volunteers and staff confidential.

I understand that as a member of this agency, I may be privileged to information that is not public knowledge. I agree to respect the confidentiality of this information.

Signed: _____

Date: _____