



Brightsong<sup>SM</sup>  
LLC

PEDIATRIC THERAPY & EDUCATION SERVICES

## CONFIDENTIALITY AGREEMENT

All employees, students and volunteers will maintain and ensure the confidentiality and privacy of all children and families receiving services from Brightsong, LLC. This includes information related to family and child's history, current and past medical and information records and any discussions about the current situation of the child and their family. Confidentiality must be maintained by every employee, student and volunteer and in every program. Employees will follow and uphold the following conditions:

- No information requested by someone outside of Brightsong, LLC will be provided over the phone.
- Parents / Guardians must sign release of information forms in order for employees to share information with others.
- If records are requested by another agency, a signed release of information must accompany the request before information will be released.
- Employees, students and volunteers will not discuss any individual's information with anyone outside of Brightsong, LLC at any time.
- All employees, students and volunteers are required to sign a *confidentiality agreement* stating that they know and understand their responsibilities and commitment in regards to client and family information.

I have read the confidentiality agreement and understand my responsibilities in upholding the confidentiality of all the families receiving services with Brightsong, LLC.

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Team Member Name

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Date