

FACIT Confidentiality Agreement

As a FACIT Peer Evaluator Team (PET) member you may have access to what this agreement refers to as “confidential information.” Confidential information is valuable and sensitive and is protected by law and/or research policies. This agreement will help you understand your responsibilities regarding access and protection of confidential information.

Required protection of confidential information includes Advisory Board members, staff, evaluators, focus group participants and key stakeholder group informants. You may learn of or have access to confidential information such as mental health records, interviews, focus group responses, or conversations with individuals participating in the FACIT through a computer network or your FACIT activities.

As a condition of and in consideration of your access to confidential information, you promise that you will use confidential information only as needed to perform your legitimate duties as a FACIT PET member. This means, among other things, that:

- You will only access confidential information for which you have a need to know.
- You will not in anyway divulge, copy, release, loan, review, alter or destroy any confidential information except as properly authorized within the scope of your duties.
- You will not misuse confidential information or treat confidential information carelessly.
- You will safeguard and will not disclose any authorization you have that allows you to access confidential information. You accept responsibility for all activities undertaken using any FACIT forms of authorization.
- You will report to (name of supervisor) activities by any individual or entity that you suspect may compromise the confidentiality of confidential information. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities. You may not be retaliated against for reporting such violations in good faith.
- You understand that your obligations under this Agreement will continue after termination of your participation as a FACIT PET member.

- You understand that your privileges hereunder are subject to periodic review, revision, and if appropriate, renewal. Your supervisor may at any time revoke your access to confidential information and any authorization you may have that allows access to confidential information.
- You will be responsible for your misuse or wrongful disclosure of confidential information and for your failure to safeguard any authorization to access confidential information. You understand that your failure to comply with this Agreement may result in your termination as a FACIT PET member.

FACIT PET member Signature

Date

Printed or Typed name