

BELLO MACHRE

Access and Confidentiality Agreement

As a condition of my intern/volunteer work with Bello Machre and in consideration of my access to confidential information, I agree with and to the following terms of the **Access and Confidentiality Agreement**:

Bello Machre is committed to safeguarding the confidential nature of information concerning its employees, business activities, and the people who are served by the agency. As a Bello Machre intern/volunteer, I acknowledge that I will have access to what this agreement refers to as *confidential information*. I understand that the purpose of this agreement is to help me understand my duty as a Bello Machre intern/volunteer regarding *confidential information*.

Confidential information includes information about anyone receiving services from Bello Machre, employee information, financial information, other information relating to Bello Machre, and information proprietary to other companies or persons. I understand that I may learn of or have access to some or all of this *confidential information* through Bello Machre's database systems or through my activities.

Confidential information is proprietary, valuable and sensitive, and is protected by the law and Bello Machre policies. The intent of those laws and policies is to assure that *confidential information* will remain private and will be used only to accomplish Bello Machre's mission.

As an intern/volunteer of Bello Machre, I understand that I am required to conduct myself in strict conformance to applicable laws and Bello Machre policies governing *confidential information*. I acknowledge that the violation of any of these duties will subject me to discipline, which might include, but is not limited to, dismissal from my internship/volunteer work with Bello Machre, and to serious legal liability. My principle duties in this area are explained below.

As a Bello Machre intern/volunteer, I understand that I will have access to *confidential information* that may include, but is not limited to, information relating to:

- Residents of our homes or people that are served through other support services (i.e. records, conversations, diagnoses, treatments, medications, admittance & financial information, etc.);
- Employees (i.e. salaries, employment records, disciplinary actions, terminations, background checks, etc.);
- Bello Machre information (i.e. financial and statistical records; strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary computer programs, source codes, proprietary technology, etc.); and
- Third party information (i.e. computer programs, client and vendor proprietary information, source codes, proprietary technology, etc.).

As a Bello Machre intern/volunteer, I agree that:

1. I will use *confidential information* only as needed for me to perform my legitimate duties as a Bello Machre intern/volunteer. This means, among other things, that:
 - a. I will not access/seek *confidential information* for which I have no legitimate need to know;
 - b. I will not in any way divulge, share, copy, release, sell, loan, revise, alter, or destroy any *confidential information* except as properly authorized within the scope of my position;
 - c. I will not misuse *confidential information* or carelessly care for confidential information;
 - d. I will strive to protect the privacy of all *confidential information* that I come into contact with.

2. I will safeguard and will not disclose my passwords or any other authorization I have, that allow me to access *confidential information*. I accept responsibility for all activities undertaken using my passwords and other authorization.
3. I will report to my supervisor any suspicion or knowledge that I have that my password, authorization, or any *confidential information* has been misused or disclosed without Bello Machre's authorization.
4. I will report to my supervisor activities by any individual or entity that I suspect may compromise the privacy of *confidential information*. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the identity of the individual reporting the activities.
5. I will be responsible for my misuse or wrongful disclosure of *confidential information*.
6. I understand that I have no right or ownership interest in any *confidential information* referred to in this Agreement.

At all times during my internship/volunteering with Bello Machre I will act in the best interests Bello Machre and the people they serve.

I have accepted this intern/volunteer position for the benefits I receive in training and experience and do so because of the good I can do in the community and to increase the value of my services for possible future employment.

I understand that my obligations under this Agreement will continue after termination of my internship with Bello Machre. I further understand that any breach of this agreement will cause Bello Machre substantial and irreparable harm. Therefore, I understand that if I breach this agreement, Bello Machre may seek and obtain injunctive to prevent me from doing so, in addition to any other legal and equitable remedies available to Bello Machre.

In the event Bello Machre is required to seek legal and equitable remedies, I agree to pay its reasonably necessary legal fees and expenses in order to do so.

Intern/Volunteer Signature

Date

Print Full Name

Parent/Guardian Signature

Date