**Confidentiality Agreement**

**Policy:**

 Each employee of the Kootenai County Coroner’s Office is required to sign a Confidentiality Agreement whereby he/she agrees to hold all case related information in the strictest confidence.

**Procedure:**

Due to the nature of the business of the Coroner’s Office, each employee shall sign and agree to the Confidentiality Agreement and any violation of the agreement may result in termination of employment.

As an employee of KCCO (herein after “employer”), and as a condition of the agreement between the Employer and Kootenai County, I agree to the following:

1. I will treat all information received in the course of my employment with the Employer, which relates to the decedent of Kootenai County Coroner’s Office, as confidential and privileged information.
2. I will not disclose information regarding Kootenai County Coroner’s Office cases to any person or entity outside of a medical or law enforcement profession and only when in pertaining to a specific case currently under investigation.
3. I will not take information from the premises of Kootenai County Coroner’s Office.
4. Upon cessation of my employment with the employer, I agree to continue to maintain the confidentiality of any information I learned while an employee.
5. I will not disclose Protected Health Information (PHI) via blog, web site, group, social networking or other public place.

I understand that violation of this agreement could result in disciplinary actions.

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Name (print) Date