

## Confidentiality / Conflict of Interest Agreement

This Confidentiality / Conflict of Interest Agreement can be modified to meet your board's needs.

As a member of the \_\_\_\_\_ (name of board), I understand that I may have access to confidential information.

As a covered entity under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and regulations promulgated there under by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws, as amended and is required to protect the privacy and provide for the security of protected health information ("PHI");

With my signature, I acknowledge my responsibility to maintain confidentiality and agree to the following:

- ◆ I understand that names and any identifying information discussed in board meetings is privileged and needs to remain confidential.
- ◆ Board members shall use confidential information solely for the purpose of performing services as a board member. This policy is not intended to prevent disclosure where disclosure is required by law.
- ◆ No board member may disclose or share confidential information belonging to, or obtained through their affiliation with \_\_\_\_\_ (name of board) to anyone, including relatives, friends and colleagues, other than to persons who have a legitimate need for such information and to whom \_\_\_\_\_ (name of board) has authorized disclosure.
- ◆ Board members must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.
- ◆ Board members should be sensitive to the risk of inadvertent disclosure and should for example, refrain from the use of speakerphones to discuss confidential board business if the conversation could be heard by unauthorized persons.
- ◆ I agree that I do not have any personal nor beneficial interest in the process of recommending or discussing potential funding or other board issue. If I do have any financial or personal interest direct or indirect, related to board funders (or other board issue), I will declare so publicly and exclude myself from further participation in the process and subsequent discussion and recommendations regarding this issue.
- ◆ At the end of a board member's term in office, he or she shall return all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adapted from: NAMI Board Operating Policies & Procedures, Colorado Division of Youth Corrections, & Colorado Juvenile Justice and Delinquency Prevention Council