

## CONFIDENTIALITY AGREEMENT

Neighbors Link respects the rights of and adheres to the privileges of client confidentiality<sup>1</sup>.

I understand that all information provided by Neighbors Link intake forms, applications, staff members, Salesforce database, CLIO database and/or any other software used by Neighbors Link is confidential in nature and cannot be disseminated in any way.

Confidential information includes, but is not limited to, the following:

1. Identifying information about the client, including name, address or phone number;
2. Client images;
3. Information relating to the client's family;
4. Information regarding the client's immigration status;
5. Information about the abuse, trauma, and/or persecution experienced by the client; or
6. Any other information that would identify the client or potentially place the client and/or family members at risk.

Confidential client information should never be discussed in the presence of third parties. Any files and/or documents containing confidential information should never be shared or released to third parties.

I understand that my responsibility includes, but is not limited to, reporting all instances of digital login and logout of any software used by Neighbors Link and removal of cookies related to the time period of access.

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<sup>1</sup> According to Rule 1.6 of the New York Rules of Professional Conduct:  
"Confidential information" consists of information gained during or relating to the representation of a client, whatever its source, that is (a) protected by the attorney-client privilege, (b) likely to be embarrassing or detrimental to the client if disclosed, or (c) information that the client has requested be kept confidential.