



**Habitat
for Humanity**[®]
FREEBORN/MOWER

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Statement of Confidentiality

It is essential that anyone affiliated with Habitat for Humanity Freeborn/Mower (employees, board members, committee members), have a commitment to preserve confidential information regarding our chosen family partners and/or applicants to our service. This involves respecting the partner's/applicant's right to privacy and creating a level of trust so partners/applicants may receive services in a respectful manner.

- 1.) Do not disclose to anyone outside the organization the name or identity of partners/applicants unless a release has been signed.
- 2.) Do not share confidential or identifying information with your family or friends.
- 3.) Do not discuss a partner/applicant situation openly in front of others—share only with persons who have a need to know to provide a definite service.
- 4.) Do handle inquires from outsiders regarding partners/applicants in an appropriate manner, i.e. referring to the President, Committee Chair, or Designated Staff.

Therefore, I understand and will agree to hold all information obtained in the course of my service to Habitat for Humanity freeborn/Mower to be held in the strictest confidence. I will respect the right to privacy of family partners/applicants. I will not disclose or discuss any information regarding family partner/applicants inappropriately.

Please Print Name: _____

Sign Name: _____

Date Signed: _____

Building Houses With God's People In Need