**TOWN OF ROCKPORT**

 **GENERAL ASSISTANCE**

 **CONFIDENTIALITY AGREEMENT**

Pursuant to the requirements of 22 MRSA Section 4306 and 5 MRSA Section 19203-D, it shall be the policy of the Town of Rockport to have employees engaged in administering, or in any way having access to the General Assistance, hereinafter GA, maintain the strictest confidence with client information. To effectuate compliance, it is the policy of this Municipality to have employees engaged in GA functions or having access to GA information, sign the following agreement:

**Strict confidentiality required:**

The undersigned agrees to maintain strict confidentiality relative to all records, papers, files and communications relating to a GA applicant or recipient.

Employees found to have acted in violation of this policy/agreement shall be subject to disciplinary action.

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

xxxxxxxxxxxxxx, Employee

Witness:

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

Diane Hamilton, General Assistance Administrator