Audit Team Confidentiality Agreement Template

The Any County Safety and Accountability Audit (Audit) will involve reviewing case records and other documents from participating agencies, as well as observing the work practices of individual practitioners. The Audit Team will meet throughout the process to read and discuss the information collected. Efforts will be made to remove personal identifying details from any case files, reports, and other materials to be reviewed. To ensure the integrity of the process, respect the role of individual practitioners, and protect the privacy of community individuals, team members agree to the following:

1. The material collected and distributed to team members is intended only for use in conducting the Audit and to inform the team and policy makers on the need for changes in intervention practices.
2. Team members will keep any materials containing case information confidential, in a secure location, and will return materials to the Audit Coordinator as requested on designated dates.
3. In public presentations, trainings, and other settings outside of the Audit Team meetings, team members will preface the use of specific case examples by noting that names and other personally identifying information for those involved has been changed (redacted). Team members will not use such examples locally without discussing the use of such material with the team.
4. Team members will not remove any non-public forms, files, or other records containing personal identifying information, unless specifically agreed upon with the agency holding those files.
5. Only the Audit Team can make and release findings. Team members agree to follow agreed-upon processes for releasing information about the Audit to agency administrators, the news media, and others.
6. In the unlikely circumstance where a member of the Audit team observes a practice that requires immediate attention, either because of threats to a person’s safety/well-being or apparent professional misconduct, that team member and the Audit Coordinator will privately communicate their concerns to an appointed designee of the applicable organization. Further, the Audit team member will not act as an advocate for an individual, but may refer people to advocacy services in the community.

Audit Team Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE RETURN THE SIGNED ORIGINAL TO THE AUDIT COORDINATOR:

- Name and contact information -