

**Western Cass Fire Protection District
Employee Confidentiality and Privacy Agreement**

WHEREAS, the HIPAA Privacy regulations impose severe sanctions on the unauthorized disclosure of Protected Health Information;

WHEREAS, the District also receives much information that is legitimately closed under the Sunshine Law, especially medical and personnel information;

WHEREAS, the District may be immune from the common law intentional tort of invasion of privacy, that privacy actions may nonetheless have a constitutional dimension under the liberty interest of the Due Process Clause of the Fourteenth Amendment and can therefore be pursued under 42 USC 1983 which is an exception to sovereign and official immunity;

WHEREAS, the District's employees and Board of Directors may come into countless records with private, confidential, and sensitive employee, medical and other information, and

WHEREAS, members of the Board the Directors may have countless legitimate closed meetings the divulgement of which could lead to considerable liability for the District and those associated with the District.

WHEREFORE, in order to adequately protect the District from undue and unnecessary liability exposure, the undersigned employee agrees to the following:

I have read, understood, and agree to comply with all of the confidentiality and privacy policies of the District. I understand that as an employee any unauthorized disclosures of private, confidential, or sensitive information will result in possible disciplinary action up to and including termination. If I am aware of any unauthorized divulgements of private, confidential, or sensitive information, I agree to immediately notify the District's Privacy Officer. Upon termination of employment or at any other time upon request, I agree to return immediately to the District any private, confidential, or sensitive information that I may possess in whatever format.

Print Employee's Name

Signature: _____ Date: ____/____/____

Print Witness's Name

Personnel, Privacy,
or Training Officer Signature: _____

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REVISION HISTORY

Revision Date	Author	Revision Details
March 12, 2022	Monte Olsen	Initial version
March 15, 2022	Monte Olsen	Clarified witness signature