

HEAD START of LANE COUNTY

GOAL: To have volunteers commit themselves to Head Start of Lane County confidentiality statement.

PROCEDURE: Staff who spend time at a site, Regional Office or Central Office will sign this form on their first day of employment. It will be sent to the Central Office and be put in the personnel files.

CONFIDENTIALITY STATEMENT

I understand and agree that in the performance of my duties as an employee of Head Start of Lane County, I must hold all information in confidence. I understand that any violation of the confidentiality of this information may result in punitive action.

SIGNATURE

DATE