



**Central Oregon Council on Aging**  
1135 SW Highland Avenue \* Redmond, Oregon 97756  
Tel. 541-548-8817 Fax 541-548-2893  
[admin@councilonaging.org](mailto:admin@councilonaging.org)

Serving Seniors in Crook, Deschutes and Jefferson Counties

---

## CONFIDENTIALITY ACKNOWLEDGMENT

I shall respect the privacy concerns of the people we serve, and I shall hold in confidence all information obtained in the course of professional service, whether that information is obtained through written records or daily interaction with the person. Therefore, I will not disclose an individual's confidences to anyone, except: 1) as mandated by law; 2) to prevent a clear and immediate danger to a person or persons; 3) where I am compelled to do so by a court or pursuant to the rules of a court.

I shall store or dispose of professional records in ways that maintain confidentiality.

I shall possess a professional attitude which upholds confidentiality toward the people we serve, colleagues, applicants and any sensitive situations arising within COCOA.

I, upon my termination, shall maintain client and co-worker confidentiality and I shall hold confidential any information about sensitive situations within COCOA.

I understand that violation of this confidentiality statement may be grounds for immediate dismissal.

\_\_\_\_\_  
Volunteer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date