

**U.S NAVAL ACADEMY MIDSHIPMEN DEVELOPMENT CENTER CONFIDENTIALITY STATEMENT**

**PRIVACY ACT STATEMENT:**

**AUTHORITY:** 5 U.S.C 1302, 2951, 3301, 3372, 4118, and 8347.

**PURPOSE:** Provide a record of Midshipmen Development Center (MDC) non-privileged provider and non-clinical staff understanding of patient confidentiality.

**ROUTINE USES:** Used by the MDC as a record indicating the acknowledgement of non-privileged providers' and non-clinical staff's understanding of the the importance of protecting client confidentiality.

**DISCLOSURE:** Voluntary, but the refusal to provide the information may result in the inability to work for or with the MDC.

**The U.S. Naval Academy Midshipmen Development Center (MDC) takes every precaution to protect the privacy and integrity of its clients. I understand that in the course of my job I will be privy to private and sensitive information and that any information pertaining to the clients seen at MDC is to be held in strict confidence. For all intents and purposes, information about clients seen at MDC should be regarded as Private Health Information (PHI), and safeguarded accordingly.**

**I acknowledge that as an employee or volunteer of the Midshipmen Development Center, I have been informed that information concerning clients is to be kept private and is not to be disclosed without the client's appropriate authorization, a valid subpoena, a court order or under certain other provisions as provided by MDC Policy. I agree not to directly or indirectly disclose or access any client information without proper authorization. Protected Information includes:**

- The fact that a person is or has been a client.
- Any information pertaining to a client given to the center.
- Any personal data about a client.

**I further agree to the following conditions:**

- I will avoid any action that could inappropriately disclose private information to any unauthorized individual or agency.
- I will only review records or files as required by my assignments.
- Copies of any part of a client record will be provided to a third party only with a signed request from the client in compliance with MDC Policy.
- I will not remove any client records or private information from MDC.
- I will not discuss in any manner, with any unauthorized person, information that would lead to identification of clients receiving services at MDC.
- I will not provide my computer passwords or keys to any unauthorized person.
- I will not divulge the names of individuals seen or the nature of their problems. I am also aware that there is a possibility that I may see students I know from other contact within USNA, and in that event, I will take extra caution not to discuss information about that individual outside MDC, even if the Center was not the source of the information.
- If I observe any unauthorized access or divulgence of private information to other persons I will report it to the appropriate supervisor.

**I have read the above information and understand that the disclosure of any information obtained in the Midshipmen Development Center is prohibited and I agree to treat all information obtained in MDC as private and sensitive at all times, consistent with Maryland State Law, Federal Law, and DoD regulations. A copy of this statement will be placed in my personnel file.**

1. NAME ( <i>Last, First</i> ):	2. POSITION TITLE:	3. SIGNATURE:	4. DATE:
5. REVIEWED BY NAME ( <i>Last, First</i> ):	6. POSITION TITLE:	7. SIGNATURE:	8. DATE: