

MEMORANDUM OF UNDERSTANDING
REGARDING INTERN CONFIDENTIALITY

You understand that each and every file/case handled by this office is to be treated in strictest confidence. This confidentiality requirement applies not only to the contents of all files, but to oral discussion that staff members and/or employees may have with a person as a result of their interaction and work on such files as well as any information gleaned in any manner whatsoever while at the office or working on behalf of the Warren County _____.

No person shall breach this requirement of confidentiality by discussing cases or any other relevant information, particularly individual's health information protected by Federal Law, outside the office with anyone, including but not limited to family members, friends, business associates or the news media. Only through a strict adherence to this guideline relative to confidentiality can successful provision of legal representation be maintained. Any breach of adherence to this policy of confidentiality will result in immediate termination.

By execution of this Memorandum of Understanding, you understand this requirement of confidentiality, the significance of the requirement and, further, that you promise to adhere to the requirement of strictest confidentiality in every sense of the word.

Dated: _____, 20_____