



Caseworker Confidentiality Agreement

I am a caseworker working for the Organization named below, and I need access to CAN Tools to perform my caseworker duties. I understand that CAN Tools contains confidential, personal information about individuals seeking or receiving assistance with disaster-related needs. I also understand that my Organization has made a commitment to maintain the confidentiality of the client information in CAN Tools.

I agree to maintain the confidentiality of the information in CAN Tools. This means:

- I will use CAN Tools information about a particular client only to assist that client with disaster-related needs, and for no other purpose.
- I will not share information from CAN Tools with anyone else, except (a) to my co-workers at the Organization named below who have signed a copy of this Caseworker Confidentiality Agreement and who need the information to assist the client, or (b) with the written consent of the client, to a person or organization that can help address the client’s needs.
- I will not share my CAN Tools access code or password with anyone else.
- I will log out of CAN Tools whenever I am not using it.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Organization: _____