



Baltimore County Department of Aging
Internship Program

Confidentiality Agreement

(To be completed by each intern and kept on file in the BCDA Administrative Office.)

The policy of the Department of Aging requires that all information I obtain related to individual clients, senior center members or participants of the agency is confidential and may not be released for any reason other than through the conduct of my internship as approved by my BCDA supervisor.

Prohibited activities include, but are not limited to, the following:

- Disclosing the names, addresses, telephone numbers or any other information about clients/members/participants
- Disclosing information about persons in disciplinary action.
- Disclosing information about the illness or disability of clients/senior center members/participants unless in performance of assigned internship duties as approved by my BCDA supervisor.
- Taking and/or posting pictures or video of clients/senior center members on social media without their consent.

I agree to abide by the confidentiality policy of the Baltimore County Department of Aging as stated above. Failure to abide by this policy may result in the termination of my internship.

Intern Signature

Date

BCDA Supervisor Signature

Date