

**DAWSON COUNTY - HUMAN RESOURCES**  
**CONFIDENTIALITY AGREEMENT**

It is imperative that the operation of the Dawson County Human Resources Department (“HR”) be conducted in a manner that strictly protects the confidentiality of all knowledge and information obtained concerning employees and Dawson County operations. In the course and scope of performing job duties, HR Employees may have access to personal health information (“PHI”) protected by the Health Insurance Portability and Accountability Act (“HIPAA”), as well as other information concerning hirings, background checks, investigations, employee performance, compensation, disciplinary actions, benefits, leaves, separations, and other internally sensitive issues (collectively referred to as “Confidential Information”). As an acknowledgement of the important role that confidentiality plays in the performance of your job, each member of the HR Department is required to sign this Confidentiality Agreement.

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I agree that I will have access to Confidential Information in the performance of my duties in the HR Department. I understand that the successful performance of my job, and an essential function of my job duty, depends upon my appropriate handling of Confidential Information in accordance with this Agreement. Therefore, I agree as follows:

- (1) To treat **ALL** Confidential Information, whether verbal or written, with sensitivity and as personal and confidential.
- (2) Not to divulge, disclose, or communicate Confidential Information in any form or manner, whether verbal or in writing, directly or indirectly, to any employee, non-employee, Elected Official, firm, corporation, or other entity outside of the chain of command of the particular employee or department involved and otherwise as may be necessary for handling of the particular matter involving the Confidential Information, unless specifically approved by the County Manager.
- (3) To respect and conduct myself according to the County Manager form of government, which by state law, County Charter, the County organizational chart, and the Employee Handbook, requires that the County Manager report to the Board of Commissioners, all Department Directors report to the County Manager, and all employees within particular Departments report to their applicable Department Head, and to ensure that Confidential Information shall only be shared, communicated, or disclosed accordingly, unless specifically approved by the County Manager.
- (4) To fully comply with all additional requirements of HIPAA in the protection of PHI.
- (5) To seek the direction and advice of the County Manager or County Attorney if I (a) believe Confidential Information must be produced or disclosed according to applicable law, (b) if I do not know whether something should be considered Confidential Information under this Confidentiality Agreement, and/or (c) when I believe I have a need to disclose Confidential Information outside of the chain of command as outlined in this Confidentiality Agreement.

- (6) Nothing within this Confidentiality Agreement is intended to impede or impair my ability to exercise applicable Constitutional rights or otherwise prevent the reporting or disclosure of any policy, practice, or activity reasonably believed by me to be in violation of law or public policy.

By signing this Confidentiality Agreement, I hereby agree to the terms of confidentiality contained herein and will conduct my service to the HR Department within these guidelines.

Danielle Yarbrough      Danielle Yarbrough      01/31/2019  
Signature                      Printed Name                      Date