State of New Jersey

Department of Children and Families

# NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

(For Non-state employees)

The Department of Children and Families (DCF) is required to keep information about its clients and formerclients confidential. In addition, the Request for Proposal (RFP) process is a process in which the confidentiality of the process and the terms of the proposal prior to issuance, and the evaluation and review process after issuance are not to be disclosed. You have been selected to review confidential information and to participate as an advisor in the Request for Proposal process. Therefore, individuals who perform audits, reviews or perform work and who are non-state employees (such as youth, auditors. volunteers, students, interpreters, community members, consultants and contractors who have access to records and to information regarding the development and award of an RFP) are required to maintain this confidentiality.

Types of information to be safeguarded include but are not limited to:

1. Individual names, social security numbers, or listings of names or addresses of present clients or former clients, including adults and children;

2. Past and present financial, social, medical, psychological, and educational information about a client;

3. Identification of services that the agency is providing or has provided to individual clients, including, but not limited to, protective services.

4. Language, research, or other information that may be contained in the RFP.

5. Any deliberations or discussions concerning providers that may be part of the technical assistance or consulting services provided.

6. The contents of any proposal as part of the Request for Proposal process.

7. The identities of the evaluation team and any discussions with the evaluation team concerning the process or the decisions made.

Information, photographs and/or records identifying past or present persons receiving DCF services may be disclosed only under the following conditions:

1. Where the information does not relate to child abuse, with the consent of the person identified or, if a minor, of his parent/legal guardian (N.J.A.C. 10:133G and Administrative Order 2:01); or

2. Where the information does relate to child abuse, only in accordance with one of the specific exemptions that permit disclosure, as set forth in N.J.S.A. 9:6-8.10a, a copy of which is attached.

Since it is against the law to release certain client records or information, any person who deliberately releases or encourages the release of such information may be guilty of a misdemeanor which may result in a fine and/or imprisonment.

In addition to keeping client information confidential, all reports and publications written by or for DCF and not approved for public release must be kept confidential within DCF. This includes RFP drafts, evaluation reports and other related material.

By signing this form, I acknowledge that I have read this confidentiality statement and understand its content and agree to comply with it. I agree to maintain client confidentiality and the confidentiality of the RFP and agency reports not approved for public release in my work with the Department of Children and Families. In addition, I certify that I do not have any conflicts of interest that would persuade or impede my judgment in the development of an RFP or the review of information in furtherance of the contract with the Department of Children and Families. Nothing in this document shall be construed to permit the disclosure of any information deemed confidential by federal or State law.

Non-Employee

 Signature Date

 Name Typed or Printed Title/Non-employee Classification

 Business Mailing Address

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email Address

DCF Representative

 Signature Date

 Name Typed or Printed Title

 Work Mailing Address

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 Email Address

**Note:** The DCF Ethics Liaison will forward a copy of the completed form to the State Ethics Commission.