



NORTHEAST INSITUTE FOR QUALITY COMMUNITY ACTION PEER REVIEWER CONFIDENTIALITY AGREEMENT.

As a Northeast Institute for Quality Community (NIQCA) Action Peer Reviewer, I understand that in carrying out my assignment(s) I will have access to confidential information which must be treated with the greatest respect and sensitivity. To assure that information provided to me during my assignment as a Peer Reviewer is protected from inappropriate use or disclosure I AGREE TO:

- Respect the privacy and confidentiality rights of the Community Action Agencies being reviewed (“Participating CAAs”) and of their clients, employees, board members and other persons associated with them.
- Comply with all applicable laws, regulations and grant terms regarding the privacy and confidentiality of the information I receive from Participating CAAs during the course of my work with the NIQCA.
- When reviewing an assigned CAA, I will not, without consent of the Participating CAA or except as may be required by law, disclose, distribute or otherwise communicate to anyone other than designated staff and board members of the Participating CAA and other NIQCA assigned Team members any written, verbal, electronic or other forms of information released to me during the course of my assignment as an NIQCA Peer Reviewer of the Participating CAA.
- Further, unless authorized or directed by an authorized representative of the Participating CAA, I will either destroy or return to the Participating CAA all information submitted to me in physical form during the course of my review of the Participating CAA.
- Finally, I will fully and faithfully respect the need and importance of maintaining the privacy and confidentiality of Peer Review Team discussions, deliberations, ratings and documentation.

Signature

Date

Print Name