



# Northwest Regional, Inc.

Setting the Standards for Secure Transportation

P.O. Box 4774, Portland, OR 97208

Dispatch: 503-348-4907 Fax: 503-285-6896

## CONFIDENTIALITY AGREEMENT

**AGREEMENT** and acknowledgement between Northwest Regional, Inc. and

**(ENTER APPLICANT NAME)** \_\_\_\_\_.

Whereas, Northwest Regional, Inc. agrees to furnish the Undersigned access to certain confidential information relating to the affairs of the company and their clients/patients solely for the purpose of:

**“The custody and transportation of persons requiring a secure transportation environment.”**

Whereas, the undersigned agrees to review, examine, inspect or obtain such information and keep it confidential and secret pursuant to the terms of this agreement and all applicable current and future federal and state laws pertaining to a patients right of confidentiality, specifically but not limited to HIPPA regulations.

**BE IT KNOWN**, that Northwest Regional, Inc. has or shall furnish to the Undersigned, certain confidential information, and may further allow customers, employees or representatives of the company to disclose information to the Undersigned, only upon the following conditions:

- 1. The Undersigned agrees to hold all confidential or proprietary information or trade secrets in trust and confidence and agrees that it shall be used only for the contemplated purpose, and shall not be used for any other purpose or disclosed to any third party under any circumstance whatsoever.
- 2. No copies may be made or retained of any written information utilized in the course of business conducted by Northwest Regional, Inc.
- 3. At the conclusion of employment, or upon demand by Northwest Regional, Inc., all information, including documents, written notes, photographs, Identification cards, access cards/codes, or memoranda shall be promptly returned to Northwest Regional, Inc.
- 4. The undersigned shall not retain any copies whatsoever, including, but not limited to, written documentation relating to specific transports and/or general or specific information relating to the manner in which Northwest Regional, Inc. conducts business.

All information obtained during employment with Northwest Regional, Inc., shall not be disclosed to any employee, consultant, or third party whatsoever unless approved by Northwest Regional, Inc. in writing.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_