

**COLLIER COUNTY
CITIZEN’S FOSTER CARE REVIEW BOARD, INC.
Confidentiality Undertaking
by**

Applicant for Citizen’s Foster Care Review Board Panel Membership

The importance of confidentiality in the work of the Citizen’s Foster Care Review Board Panels (CFCRB) is emphasized in the Florida statute authorizing the creation of the panels. Subsection 4(d) of Florida Statutes Section 39.702 sets forth the requirement that the CFCRB shall:

"(4) (d) Ensure that all citizen review panel members have read, understood, and signed an oath of confidentiality relating to the citizen review hearings and written or verbal information provided to the panel members."

The Board of Directors of the Collier County CFCRB has adopted the following policy regarding Confidentiality:

Confidentiality is a matter of utmost concern to us and all information we receive shall, must be carefully guarded and used only in the strictest performance of our duties as panel members. In addition to following the specific guidelines outlined in this policy, panel members are expected to use common sense in dealing with any information, documents or other material which comes to their attention as a result of panel service.

- Panel members shall refrain from making inquiries or otherwise seeking information about any case other than inquiries made during a hearing in which they are participating.
- Panel members shall refrain from discussing any case or making comments about any case to any person (including other panel members, parties, other participants, attorneys, case workers and Guardian Ad Litem (GALs), except during a hearing and, in the case of panel members who participated in a hearing, during panel’s deliberations.
- Panel members should be aware that discussions of cases in a social or business context or in public places is inconsistent with this Confidentiality Policy. Even the most seemingly guarded and “private” conversation can reveal sensitive and private information and, therefore, must be avoided. The same applies to telephone conversations, text messages and email communications.

In summary, under no circumstances shall any written or verbal information provided to or obtained by panel members as part of a case review be shared with any person other than another panel member participating in consideration of the same case.

As part of your application to become a CFCRB Panel member, please sign and date below, thus acknowledging that you have read and understand and will comply with the forgoing Confidentiality Policy.

Applicant’s Printed Name

Applicant’s Signature

Date