



Standard Operating Procedure  
**Confidentiality Agreement**  
 LC-BN-DNA-QA-FORM-106

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### Confidentiality Agreement

I have read the DNA Identification Testing Facility's, Confidentiality Policy (LC-BN-DNA-QA-POL-038) and have been given the opportunity to discuss any aspect of that policy that is not clear to me. In general, the Confidentiality Policy provides for maintaining confidentiality of all information collected or generated in the facility. This information includes, but is not limited to, any demographics of person's tested, test results, Standard Operating Procedures, and any other material. All results or information accessible in the facility are confidential and must not be revealed to unauthorized persons.

- An employee cannot confirm or deny that an individual is being, or has been tested, nor can he/she provide test results except through official channels. All incoming telephone calls inquiring about test results or other information are referred to Customer Service.
- Employees must not discuss test results with other members of the DNA Identification Testing Facility, except as needed to properly perform and report the test.
- Employees may not discuss any information concerning this facility, the persons tested, or its testing results with a member of the press. The Labcorp Policy Manual states that any employee who is contacted by any public official or news media representative must refer the individual to the Labcorp Corporate Communications Department for assistance.
- Employees may not remove a test results, documentation or SOPs from the laboratory without the Director's permission as discussed in the Confidentiality Policy (LC-BN-DNA-QA-POL-038).
- Employees may not wrongfully access, inspect, use, or disclose any confidential information for personal gain, curiosity, or any non-business related reason.
- In the unlikely event that testing is requested on a party or parties known personally to a member of the DNA Identification Testing Facility, it shall be brought to the attention of a supervisor and to the director to discuss the conflict of interest with the account of record (Confidentiality Policy (LC-BN-DNA-QA-POL-038)).
- Employees will not disclose their password(s) that provides access to company computers to any other person.

Failure to adhere to the contents of the Confidentiality Agreement and the DNA Identification Testing Facility's Confidentiality Policy LC-BN-DNA-QA-POL-038) is a breach of confidentiality and may result in disciplinary action, up to and including termination. Additionally, the release of confidential information may result in state or federal criminal or civil prosecution.

Employee Printed Name:	
Employee Signature:	
Employee ID Number:	
Date:	