



**Confidentiality and Data Use Agreement
for SC First Steps CaseWorthy End Users**

I, _____, an employee of _____, acknowledge that my job duties and responsibilities require access to SC First Steps’ data system, hereafter referred to as “CaseWorthy.” I understand that use of CaseWorthy may mean I have access to privileged and confidential client data, including but not limited to personally identifying information and service records (together referred to as “Confidential Information”).

In consideration of being authorized access to Confidential Information, **I enter into agreement with South Carolina First Steps to School Readiness (“SC First Steps”), hereby understanding and agreeing to:** (i) only disclose Confidential Information as authorized by SC First Steps or otherwise explicitly authorized by the client (ii) use such Confidential Information solely in the performance of my duties; (iii) keep such Confidential Information safe from loss, destruction, theft, and unauthorized use, including but not limited to by keeping my login and password private and secure; (iv) comply with all applicable federal and state laws, rules, regulations or other government directives to maintain the confidentiality and security of such Confidential Information; and (v) not copy or remove any Confidential Information unless authorized for legitimate purposes. When my service is complete, I agree I must continue to hold Confidential Information in confidence, according to the above standards, and I shall not at any time disclose any Confidential Information.

I further understand and agree the divulging of Confidential Information to unauthorized persons may make me the subject of civil action, as well as disciplinary action, up to and including termination. I acknowledge that I have read and understand this agreement and voluntarily accept the duties and obligations set forth herein.

This agreement can be terminated at any time by the employee, a representative of their employer, and/or SC First Steps.

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF EXECUTIVE DIRECTOR

DATE

AFFILIATION/EMPLOYER

AGREEMENT EXPIRES ON
(2 years from date of signature)