

**CONFIDENTIALITY OF INFORMATION
DECLARATION AND COMMITMENT**

I, the undersigned, recognize that I may have access to confidential information in the undertaking of my official functions for PAHO. As such, I am responsible for safeguarding such information and treating those individuals and organizations about whom the information refers with the level of integrity and respect expected of all PAHO employees.

I commit not to divulge any confidential, sensitive, private, or restricted information to which I have access in the exercise of my official functions, in particular through access to files, documents, and/or conversations. I also commit to respect the privacy of staff members and other personnel and safeguard any sensitive information by not disclosing it to persons outside PAHO or to other PAHO staff members and personnel, without an official need for such information. I will exercise appropriate discretion when disclosing information to other PAHO or WHO staff and personnel if they are also entitled within the exercise of their official duties to have access to that information. In case of doubt, I will seek the advice of the Ethics Program Manager; the Area Manager, Legal Affairs; or the Area Manager, Human Resources Management.

I understand that this Declaration will be inserted in my official Personnel file and that disclosing confidential, sensitive, private, or restricted information to persons who are not authorized to receive it may amount to misconduct under PAHO Staff Rule 110.8.

Signature: _____

Name: _____

Title: _____

Place: _____

Date: _____