



## **Perspectives, Inc., Privacy and Confidentiality Agreement**

Staff and volunteers at Perspectives, Inc. maintain confidentiality regarding anyone who uses our services in the following manner:

- Any notes that are written regarding a program participant are securely locked after they are made and are not available to be seen by anyone but the program participant, the volunteer / staff involved and the clinical supervisor.
- When a volunteer / staff needs to consult with a supervisor regarding a program participant, care is taken that adequate privacy is available so that conversation cannot be overheard (or in the case of signers that it cannot be seen).
- Children are never to be asked to interpret for or carry messages to or from parents or caregivers.
- No information about a program participant is given to anyone outside the agency without the appropriate signed releases (signed by the program participant).
- Information regarding a given program participant may be shared with the staff person of another Perspectives' program if it is deemed appropriate by the clinical director.
- All facsimile transmissions sent to another agency regarding a program participant, after securing a signed release of information, must be covered by a sheet noting our confidentiality policy. Information gathered by facsimile is maintained with the same security as case notes (see #1)
- Any breach of confidentiality is to be noted and given to the supervisor and the clinical director.
- Breaches of confidentiality on the part of another agency are to be reported to the program supervisor and clinical director for appropriate action.

At Perspectives, Inc., we maintain an atmosphere of safety and respect by guarding each program participant's right to privacy. Depending on the guidelines of funding, each participant is made aware of their right to privacy and given specific information about when it must be breached, i.e., in the case of child or vulnerable adult abuse or neglect, and in the case of suicide or homicide threats. (As a mandated reporter, Perspectives staff will report incidents of abuse, neglect, or bodily harm. Volunteers will always consult their staff supervisor regarding these issues.)

I understand that as a volunteer of Perspectives, Inc., I agree to maintain these standards of confidentiality.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature