



ARC/CSI STAFF CONFIDENTIALITY AGREEMENT

All program information is to be gathered and maintained with strict respect for the confidentiality of our clients, whether the client contact is made during or after working hours. Intake and follow-up procedures are to be conducted in a confidential manner.

All client files are to be maintained in secure, locked areas. Participant progress notes may be shared within the program, between supervisory and field staff as needed, but any outside requests for information relating to program participants must go through the Program Coordinator.

General program statistics may be released by the Project Coordinator with all confidential information (name, DOB, address, TC #) removed.

The confidentiality policy does not apply if the client poses a direct threat to self or others (ie., threats to injure staff, suicide, etc.), but in this case, only relevant information will be shared.

The confidentiality policy does not apply to disciplinary infractions committed by fellow program staff members.

I, _____, agree to respect the confidentiality of all ARC clients, both as an ARC employee and in the event that I leave my employment with ARC. I understand that I am not to share any information on clients with anyone except my supervisors. I understand that any outside requests for information about any ARC clients must be referred to the Program Coordinator. I understand that violation of this policy is grounds for disciplinary action, which may include my dismissal.

Name/Signature: _____ Date: _____

Coordinator: _____ Date: _____