

Statement of Confidentiality

Due to the nature of the work performed within our agency, there exists a constant flow of information pertaining to the programs participants, their families and their personal lives in the vocational and residential services programs.

Our ability to openly discuss and communicate with one another in regards to these matters is critical to the functions of this agency and helps to ensure consistency in the provision of services.

All persons who are involved in these programs must give consideration to the importance of understanding and maintaining confidentiality of this information.

Information relating to the programs participants should be shared among staff and other support persons and professionals only. It should never be discussed with other individuals without receiving prior authorization from the individual and/or the Executive Director of Six Points. Certain procedures for the disclosure of confidential information are detailed in the Six Points policies and procedures and are available for review upon request.

This statement of confidentiality applies to agency staff, volunteers and any other person who may be exposed to information regarding the programs participants. The policies concerning confidentiality must be maintained during and following an individual's employment or time of service to the agency.

The signature below indicates that this statement of confidentiality has been reviewed with the person and that he/she understands and agrees to abide by the principles and practice of confidentiality as indicated.

(Signature of Volunteer)

(Date)

(Signature of Parent/Guardian for Volunteer under age 18)

(Date)

(Signature of Six Points staff)

(Date)