



Client Confidentiality Policy Acknowledgement

All information received from a client is confidential. Such information is not to be shared about a particular client to anyone except those authorized to receive such information. Authorized individuals usually include any professional working directly with the individual client and/or family, and may or may not include parents, legal guardian, or foster parents.

Do not release information over the telephone unless you are certain the caller is authorized to receive the information. Even acknowledgement that a particular individual or family is one of our clients/customers can be a breach of confidentiality.

The content of a client's case files and/or any documented information are for professional use only. You may discuss the content with an authorized individual, including the client and his/her case manager.

Volunteer Name (Print)

Signature

Date

Witness Name (Print)

Signature

Date