



## Confidentiality Policy

Please remember we are bound by the trust people place in us to keep their conversations confidential. Persons who violate this trust will not be permitted to remain in the program. Small bits of information shared with someone outside the program (i.e., husband, best friend, and roommate) regarding a client, staff and/or board members, may seem harmless to you but may identify a person who has trusted you, or an issue you have been entrusted with.

Names, activities, problems, or specifics of people our programs work with must not be discussed. This includes activities related to staff, volunteers and board members.

All discussions taking place within the scope of your involvement with the agency will remain confidential. If you have a need for case consultation, please talk to your supervisor. If it is necessary to discuss or involve anyone else, permission from the client must be obtained (see Release of Confidential Information Consent Form).

At times, staff members keep sensitive material of a confidential nature, either to the Second Step Housing, its personnel, to themselves or for clients. To avoid accidental violations of confidentiality, a staff member's office should not be offered for use to a client, vendor or other unauthorized person without the direct consent of that staff member or the Executive Director.

If you have a question concerning this policy, contact the Executive Director.

The purpose of these policies is:

1. To protect the identity of clients/survivors and treat each person with care and dignity.
2. To provide protection and safety for our staff.
3. To nurture the commitment of trust among ourselves.
4. To continue the trust and confidence in our program.

This Confidentiality Policy applies during and after your participation with any Second Step Housing program. My signature affirms my understanding and acceptance of this policy.

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Printed Name

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Position

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Signature

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Date