



Confidentiality Regulations

1. Statement of Guiding Principles

Agencies or individuals with access to or control over client information, whether recorded or not, relating to a client which was received in connection with the performance of any function of the agency, shall take affirmative measures to keep client information confidential. Release or disclosure of client information to an individual shall be prohibited except under the following conditions:

- Authorization for release has been given by the client.
- It has been determined by a Program Director that there is imminent danger to the health or safety of another, or there is likelihood of commission of a crime.
- In response to any oral order from a judge or written documentation by a judicial official that directs explicitly the release of client information, otherwise known as a court order.

2. Liability

Failure to comply with the provision of the confidentiality rules will result in the immediate dismissal of the volunteer and may constitute a misdemeanor and be punishable by fine or imprisonment. Volunteers that have access to client information shall be liable in the same manner as employees.

3. Client Access

Confidentiality of information is the privilege of the client. Upon request, the client shall have access to review or obtain copies of information in his/her records. In order to protect the record, a delegated staff member shall be present when the client reviews the record. **InterAct** retains ownership of all agency files, including client files.

Assurance of Confidentiality:

I understand the Confidentiality Regulations as developed by **InterAct** as they were explained to me. I am aware that the regulations are to insure the privileged and confidential nature of client information and hereby agree to protect and preserve the confidential nature of all client information to which I may have access. I understand the civil penalties for improper disclosure.

Signature _____

Name (Please Print) _____

Position Title _____

Date _____