



## Confidentiality Agreement

Safe Harbor Child Advocacy Center (“Safe Harbor”) assists children who are the victims of crime and abuse. Everything that occurs at Safe Harbor and all of our records are protected by a host of federal and state laws pertaining to juvenile records, law enforcement records, medical records, scholastic records and the like.

In addition, in order to serve these children, it is imperative that they and their families know that we will protect their privacy by treating all the information regarding our clients and their lives as completely confidential.

Unauthorized disclosure of client information may cause embarrassment to an already victimized person and cause him or her to stop seeking the help they may need from any agency. In other cases, the breach of confidentiality may even endanger someone’s safety. It is also against the law to disclose certain information.

Each person given access to the information, records and operations at Safe Harbor must operate in strict confidentiality and agree never to release any information which is not specifically mandated by law.

Safe Harbor deeply appreciates your commitment of time, energy and resources to help Safe Harbor fulfill our mission. As interns/volunteers, you may have access to client information. You may learn of this information by reading records and forms, by participating in Case Reviews, or observing Forensic Interviews, and/or by overhearing other workers speaking about a client. No matter how you learn of information or what it is, you may not disclose it unless allowed by law.

If anyone asks you about a client, direct him/her to a Safe Harbor staff member. Please know that the staff is always available to discuss a situation that is troubling, confusing, or especially interesting to you. Even though you may feel the need to discuss a client’s case with a person who does not work for the Safe Harbor Child Advocacy Center, **you may not do so. In certain circumstances, especially with your spouse and/or loved ones this may be difficult. You would consider this Agreement carefully before deciding.**

**I have read and understand this Agreement. I have had the opportunity to ask questions about this Agreement and seek counsel as I see fit. I agree to abide all of the terms of this Agreement, prohibiting disclosure of any Safe Harbor information to anyone unless mandated by law.**

**I will direct any questions about clients to staff members of the Safe Harbor Child Advocacy Center. I understand that if I breach this policy, I will be terminated from further activity with the Safe Harbor immediately and there may be further consequences under law.**

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name