

Servants of Shelter (S.O.S.)

CONFIDENTIALITY ACKNOWLEDGMENT

Church: _____

I shall respect the privacy concerns of the people we serve, and I shall hold in confidence all information obtained through written records or daily interaction with the individual.

Therefore, I will not disclose an individual's confidence unless:

1. As mandated by law
2. As defined in the disclosure warning located in the intake form
3. To prevent a clear and immediate danger to an individual
4. In cooperation with law enforcement
5. Where I am compelled to do so by a court or pursuant to the rules of a court
6. The individual has signed a release of information

I shall store or dispose of professional records in ways that maintain confidentiality.

I shall possess a professional attitude which upholds confidentiality toward the individuals and families we serve, colleagues, applicants, and any sensitive situations arising with Servants of Shelter at _____. (Church)

I shall maintain client and co-worker confidentiality and I shall hold confidential any information about sensitive situations within Servants of Shelter at

_____ (Church).

I understand that violation of this confidentiality statement may be grounds for immediate dismissal and/or legal action.

Staff signature

Date

Supervisor signature

Date