

Confidentiality Policy Statement

All information concerning clients, former clients, our staff, volunteers, and financial data, and business records of Hour Community is confidential. "Confidential" means that you are free to talk about Hour Community and about your area of work and your position, but you are not permitted to disclose clients' names or talk about them in ways that will make their identity known. No information may be released without appropriate authorisation. This is a basic component of client care and business ethics. The board of Trustees and our clients rely on paid employees and volunteers to conform to this rule of confidentiality.

Hour Community expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients.

Failure to maintain confidentiality may result in termination of your employment, or other corrective action. This policy is intended to protect you as well as Hour Community because in extreme cases, violations of this policy also may result in personal liability.

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through our work is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person.

Before you begin your role as a staff member or volunteer, you should be aware of the laws and penalties for breaching confidentiality. Although the Charity is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the Charity's refusal to support you in the event of legal action. Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both.

Certification: I have read Hour Community's policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform the Operations Manager immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Hour Community.

Signature _____

Name _____

Date _____