



Confidentiality Policy and Pledge

The following is to be read and signed by all staff and volunteers.

The principle of confidentiality is basic to the maintenance of professional ethics and community respect. All staff and volunteers of Full Life assume ethical responsibilities by which they are bound to clients, themselves, and each other. Clients of Full Life act in good faith, expecting their circumstances and personal matters to remain confidential, and we are obligated by law and ethics to reciprocate.

The following is presented to provide some guidelines concerning the matter of confidentiality.

1. Information and details about a client may be discussed for clinical purposes only. That is, cases may be discussed in clinical and supervisory meetings in order that cases may be more appropriately and therapeutically managed.
2. Discussions regarding clients in the facility should take place in a private place and not in the presence of other clients.
3. No identifying information about the clients (name, addresses, social security numbers) should be revealed except as called for within Full Life's services.
4. The client records should be used for clinical purposes only. Agencies requesting the records of a given client should first obtain a release of information from the client.
5. Discussing the details of a case away from Full Life (even though names, addresses, and social security numbers are not revealed) could also be considered a breach of confidentiality. For instance, one might possibly describe facts about a client without alluding to names or any type of descriptive type of data, and yet reveal enough information that the listener could identify the client.
6. The fact that a case has been made public through any of the news media does not alter the fact that this person still has confidentiality privileges within the Full Life program.

I understand and agree to the above policy, and am aware that any breach of confidentiality is grounds for immediate dismissal.

Signed: _____ Date: _____