



COMMUNITY GROUP CONFIDENTIALITY AGREEMENT

All standards of confidentiality apply to paid and unpaid staff of The Shade Tree.

DATE

Breach of confidentiality will result in the immediate dismissal of the staff member. Staff refers to all members affiliated with The Shade Tree in any capacity, paid, volunteer or community groups.

Under no circumstances is a staff/volunteer or community group members to convey information on any case, or portion thereof, verbally or otherwise, with anyone outside of The Shade Tree. Cases may only be discussed with law enforcement agencies, Child Protective Services, or other agencies dealing with legal, protective, medical or financial matters, unless prior written permission is obtained from the client and with prior authorization from appropriate Shade Tree staff.

All records kept on The Shade Tree clients shall be stored in a manner-reflecting objective, not subjective, information.

All records kept in The Shade Tree will be kept in metal file cabinets, which will be locked when staff are not present in the room containing such information.

Under no circumstances are files pertaining to clients to leave The Shade Tree facilities unless authorized by the Executive Director.

Personal client case information stored on a computer system must be accompanied by entry into the computer through a password to such files. This password will only be known by paid staff.

Information not identifying the client may be used for research, statistical information, or publication with prior approval of the Executive Director.

By signing this form you are confirming that the members of your group have been informed of The Shade Tree's confidentiality standards and as a group agree to the terms and stated above.

VOLUNTEER / STAFF FULL NAME

VOLUNTEER / STAFF SIGNATURE

COMMUNITY GROUP NAME (IF APPLICABLE)