

Confidentiality Policy

Confidentiality occurs when there is an exchange of information made in trust between individuals or groups with overt understanding that none of the information will be given to any other individual, groups, or entity without the written consent of the client.

PROCEDURE:

1. All clients will be protected from disclosure of information that violates their right to privacy except where required by law, i.e. child abuse, suicide prevention. Professional ethics require responsibility for maintaining the confidentiality of private information.
2. Mary's Center personnel shall be responsible for maintaining the confidentiality of private information. Disclosure by and between volunteers of private information shall occur only as necessary to carry out job functions.
3. Information shall be released only pursuant to the Client Records Release Policy.
4. No confidential information will be released to anyone, even the client, over the telephone, except for the follow-calls indicated by the Mary's Center Pregnancy Test Client information sheet.
5. If questioned about a client and there is no existing written authorization the correct response is, "Due to confidentiality, I cannot verify the client has ever been seen at Mary's Center, nor can I tell you that the requested records are on file." The client can then be contacted by the staff to let her know a request for records was made and the client may determine if she would like to provide a written authorization to release the information to the party making the request.
6. All staff shall sign Confidentiality Agreement prior to working at Mary's Center.