



SVS
SOUTH VALLEY
SERVICES
Shelter • Advocacy • Prevention
To End Family Violence

Policy Statement of Confidentiality

I, _____, as a staff member/volunteer of South Valley Services commit to maintaining the location of the shelter confidential, as well as the identities of the families residing in our facilities and those who contact the crisis hotline. In addition, I will maintain the confidentiality of all case records. Confidential records will be kept in a secure area, such as a locked filing cabinet or office.

All conversations that transpire during my service(s) with SVS must be kept about the project at hand and never about circumstances, situations, history or psychology of residents I have conversed with. I will not release any identifying descriptions or details of the individuals outlined above to anyone outside of the SVS staff or parties listed on a client's signed release of information form. Examples of descriptions or details include but are not limited to: name, ethnicity, age, gender, previous place of residence, place of employment, abuse history, etc.

I will not share any personal information on a client with other shelter clients without the expressed permission of the shelter client and shelter staff. In addition, I will not disclose the location of the shelter to anyone (friends, family, acquaintances, etc.)

I will not "staff" cases with individuals who are not SVS staff or parties not listed on client's signed release of information form.

I will not take photographs of the event and/or of any of the attending SVS residents and their families. I will not utilize any form of social media to disclose the identity and/or personal information of SVS residents and their families.

I will not bring visitors to the shelter or allow friends or relatives to enter the parking lot of the shelter without the expressed permission of the shelter director or executive director. I understand that I will need to provide a reason for any proposed visit. **All visitors must sign a confidentiality agreement.**

I agree to not represent SVS in the public or conduct media interviews without expressed written permission of SVS Executive Director.

I will contact SVS personnel if I have questions regarding confidentiality as it pertains to my work at SVS.

I understand that any "blatant break of confidentiality" is grounds for immediate termination of partnerships and can hold legal consequences. By signing this agreement, I acknowledge the above information and I agree that I will not violate any of the above statements. In addition, I will not hold South Valley Services and its staff responsible for any damages or violations outside of their control.

Name: _____

Date: _____

Signature: _____

Witness: _____