



Confidentiality Policy

All information concerning clients, former clients, our staff, and volunteers of Orange County SOAR is confidential. “Confidential” means that you are free to talk about Orange County SOAR and about your program 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 authorization. This is a basic component of client care and business ethics.

Orange County SOAR expects you to respect the privacy of clients and to maintain their personal and emotional wellbeing 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.

This policy is intended to protect you as well as Orange County SOAR because in extreme cases, violations of this policy also may result in personal liability.

Certification

I have read Orange County SOAR’s policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor 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 with Orange County SOAR.

Signature _____ Name _____ Date _____

Mailing Address
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