



THE SHEPHERD'S CENTER  
OF KERNERSVILLE

**THE SHEPHERD'S CENTER OF KERNERSVILLE, INC.**

**CONFIDENTIALITY AGREEMENT**

All individuals serving as employed staff or in any volunteer position with The Shepherd's Center of Kernersville, Inc. are to respect the confidentiality rights of those receiving care through this organization. No employee or volunteer is to disclose confidential information on any care receiver to any person who is not either an employed staff person, a volunteer coordinator, or a person specifically approved by the care receiver.

Employees and volunteers are not to discuss confidential information concerning care receivers in circumstances where an unauthorized person may overhear the conversation. Employees and volunteers are encouraged to use first names only when discussing situations involving care receivers.

Confidential information on a care receiver includes the assessment/referral form and all information contained on it, any supplemental records used to update a care receiver's services, and any computer records maintained on the care receiver. It also includes any information received verbally from the care receiver and any information on the care receiver's financial, family, medical or social situations. Any documents and information relating to a care receiver must be carefully safeguarded and released only to authorized persons.

When it is appropriate to share information with or refer to another service provider, an official release of information is required before an employee or volunteer can contact the service provider.

All employees and volunteers share the responsibility of adhering to and enforcing the confidentiality policy. Conflict should be brought to the attention of the Executive Director. Disciplinary action will be taken for violation of the confidentiality policy by employees and/or volunteers. All are required to sign this agreement and will be informed of this policy during the orientation program.

\_\_\_\_\_  
Signature of Volunteer/Employee

\_\_\_\_\_  
Printed Name of Volunteer/Employee

\_\_\_\_\_  
Date



3/17/03