

## Confidentiality Agreement Unmet Needs Table Participants



All records regarding clients, donors, volunteers and staff are the private property of the Blue Mountain Region Long-Term Recovery Group Board of Directors and the Unmet Needs Table (UNT). All participants shall maintain the highest standards of confidentiality regarding those records. To ensure confidentiality, participants shall comply with the following policies:

### Confidentiality of Client Records & Information:

It is the policy of the Blue Mountain Region Long Term Recovery Group Unmet Needs Table to keep confidential all program participant records and information resulting from requests to the UNT. Paperwork containing names and identifying information of applicants shall always be kept locked, unless in use by staff or advocate volunteer, or destroyed at the earliest possible time. Participants shall only have access to applicant information on a need to know basis, including any information learned from participation in the UNT. Participants shall exercise discretion and sensitivity if familiar with an applicant outside of the UNT. Information, including electronic communication, may not be forwarded, shared, or otherwise distributed without the express permission of the Disaster Case Managers. All information obtained during involvement with the UNT and an applicant's particular situations will be held in strict confidence and not divulged, published, mentioned, or otherwise made known to persons outside of the Unmet Needs Table, including the client in question, with these particular exceptions:

1. Duty to warn of an imminent threat of harm to self or others;
2. Following a court order, (court orders should be directed immediately to director); or
3. When given express permission by the program participant to release information (must have a Release of Confidential Information form on file).

Given one of the above conditions, a release of confidentiality statement must be given in writing to the co-chairs of the UNT.

In addition, UNT participants who are personally connected or familiar with an applicant may not share additional information regarding the applicant at the UNT or to its members.

If a participant feels there are incidents or problems related to maintaining this confidentiality policy, that participant should confer with the co- chairs, or, if not appropriate, the co-chairs of the Blue Mountain Region Long-Term Recovery Group. Deliberate breeches of confidentiality may be considered cause for dismissal of a participant's involvement.

I have read, understand, and agree to adhere to this confidentiality policy:

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Print Full Name

Signature

Date

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Co-chair Signature

Date