

Confidentiality Statement

The Anacortes Family Center staff, volunteers, and service providers provide comprehensive services to homeless and highly vulnerable people. Staff, volunteers and service providers might have access to information which may be highly personal and sensitive in nature. This is known as “proprietary information”. Because of the nature of our work, it is imperative that we observe the utmost confidentiality of our *clients’ personal matters and information (including their names). In addition, it is important that information about the AFC’s employees, finances, strategies, policies, and other business* information remain confidential.

These restrictions include the following:

1. **Respect private client information in all settings.** Do not pass one client’s private information to another client. All conversations with clients that may expose personal information should be conducted privately, in a staff person’s office or other private setting, out-of-hearing of other clients. (Staff members may, in private, consult with other AFC staff members about a client’s confidential information to support sound, informed decision-making on the part of the staff member with the goal of delivering high quality support services and accurate information and referral to AFC clients.
2. **Respect confidentiality in the office setting.** Do not repeat content of conversations and phone calls overheard in the administrative office setting having to do with personnel matters, donor contact information, client emergencies, and other sensitive information that may be overheard. This is especially relevant due to the small size of the administrative office where staff and volunteers work in close proximity.

Propriety information cannot be used or disclosed during or after the course of your employment or volunteerism with the AFC, in any manner, contrary to the best interests of the AFC, its clients, employees or volunteers. The financial and professional interests of the AFC, its clients, and donors may be threatened by any failure to protect proprietary information from unauthorized use or disclosure. Failure to maintain confidential information may lead to disciplinary action up to and including termination of employment or discontinuance of volunteer services.

*I have read and understand the above confidentiality statement:*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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Signature Print Name