

# *The Women's Center*

## **Client Confidentiality Policy**

During the course of normal business duties and responsibilities all staff members, volunteers, interns, board members, or consultants of *The Women's Center*, are likely to, have access to extremely confidential information regarding clients of the agency, staff members, and/or other agency information which may be confidential in nature. This information may be contained in places such as the client's records, in the agency-wide computerized information system, or in staff's personnel files.

All staff members, volunteers, interns, board member, or consultants agree that they will hold any such information confidential, and shall not either directly or indirectly, disclose this confidential information to a third party or use it for their own purposes.

No confidential information will be released to anyone without the written informed consent of the client involved and the express consent of the Executive Director as Keeper of the Records or agency counsel.

All staff members, volunteers, interns, board members, or consultants also agree not to discuss or disclose the location of any residential program of *The Women's Center* to unauthorized persons at any time.

Failure to uphold confidentiality or violation of the agency's policy concerning the handling of confidential information can result in immediate termination of involvement in *The Women's Center*.

Massachusetts and Federal Law impose restrictions and duties upon the Keeper of the Records for *The Women's Center*. Staff members must immediately bring to the attention of the Executive Director any requests or demands for confidential information and must further scrupulously comply with the "Keeper of the Records" directives regarding such information.

Furthermore *The Women's Center* is covered under Mass General Laws 20k and 20J, and our domestic violence and sexual assault services are therefore confidential and those client records are privileged.

I have read and agree to the above confidentiality policy of The Women's Center.

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**NAME**

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**DATE**