

5. Confidentiality Agreement

The Damascus Road Foundation (TDRF) and its staff will respect the privacy of participants. Any information concerning participants, potential participants, and visitors will be treated with the utmost respect. Staff will regularly review confidentiality requirements to comply with both MARR standards and state and federal confidentiality laws.

All data collected on participants that will be shared with governing agencies will protect individuals' identities. This data will only be used to improve the quality of services.

TDRF will ensure the safety of participant records. Personal information will be protected by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or alteration.

Confidentiality on participant-identifying records may be broken without participant consent only in extenuating circumstances, such as when participant or staff safety is at risk, child or elderly abuse is suspected, or if a court order is received.

Outside of these circumstances, participant-identifying information will never be sold, lent, or given to third parties without participant consent.

TDRF will obtain informed voluntary consent from participants before any information is released to agencies or family members.

TDRF staff and participants also have a responsibility for keeping the confidentiality of others in the program. This includes not confirming or denying another client's participation to outside agencies or persons via telephone, in-person, on social media, or in written requests.

As a participant of TDRF, you consent and agree to the terms marked above. You will be informed of any changes to this agreement at least a week before they come into effect.

First Name *

Last Name *

Date

Month *

Day *

Year *

Month

>

Day

>

Signature *

✕ Clear

Sign above

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