# Confidentiality Policy and Oath

Basic to the maintenance of professional ethics and community respect is the principle of confidentiality. All Staff of God’s Love International have a four-fold set of ethical responsibilities by which they are bound to the client, GLI, the community and themselves. GLI clients act in good faith, expecting their circumstances and personal matters to remain confidential, and we are obligated by law and ethics to reciprocate.

The following is presented to provide some guidelines concerning the matter of confidentiality.

* Information and detail about a client’s case may be discussed for clinical purposes only. This is, cases may be discussed in clinical and supervisory meetings in order that cases may be more appropriately and therapeutically managed.
* No identifying information about the clients (names, addresses, and social security numbers) should be revealed expect within GLI itself or partnering agencies with a data sharing agreement or memorandum of understanding.
* The case records that are kept on clients should be only used for clinical purposes and not for general perusal. Other agencies requesting records of given clients should first obtain a Release of Information from the client. In no case should the records be automatically sent to another person or agency without first obtaining a release of information from the client or legal guardian.
* Even though names, addresses and social security numbers are not revealed, discussing the details of a case outside of GLI should also be considered a BREACH OF CONFIDENTIALITY. That is, one might possibly describe in details facts about the case and never mention who the person is in any way to name or type of descriptive date, yet within the case reveal enough that the listener might possibly identify the client.
* The fact that a case has been made public through any of the news media does not alter the fact that this person still has confidentiality privileges within GLI itself. For example, if a client is arrested, confidentiality should still remain.

**EXCEPTIONS TO CONFIDENTIALITY**

The following are general guidelines for the exceptions to confidentiality:

1. **Child and/or Adult Abuse.** Child or Adult Protective Services will be notified by Program Director(s) or his/her designee if a youth or an adult has been physically/sexually abused or is frightened to return home because of abuse. All GLI employees, interns, and volunteers acting in the course of their employment or service to GLI – whether or not they work directly with minors or adults – must immediately report any reasonable suspicion or knowledge of abuse to minors or adults, including, inappropriate touching, sexual or physical abuse or neglect.
2. **Medical Personnel.** Medical personnel and mental health professionals shall be provided with information in emergency situations.
3. **Suicide, Depression or Homicidal Behavior.** When there is a clear and serious threat of a youth or an adult harming themselves or someone else, Spokane Mental health and/ or local police will be contacted and information pertinent to the situation revealed.
4. **Subpoena** (i.e. a written order from court to produce certain documents/information or to appear in court or other legal proceedings).All GLI employees, interns, and volunteers must immediately check with their supervisor, if they receive a subpoena.

Signature

Print Name

Date