**HELPING FAMILIES INITIATIVE**

## Ethical and Confidentiality Standards

As employees of the District Attorney, all HFI staff are expected to act in a professional and ethical manner at all times. In addition, all student and family information is to be treated as confidential, including the fact that the student and family receives (or previously received) services through this office. The privacy and confidentiality of our students and families are protected under the Ethics Codes of the employee’s profession, state laws and regulations, and federal HIPAA and FERPA Regulations. No student and family information may be disclosed without the consent of the student and family and authorization by his/her service provider.

**The following would be inappropriate, unethical, and/or illegal:**

- Discussing/revealing student and family information to anyone outside the HFI program (e.g., friends, family, fellow students or supervisees, etc.).

- Removing any student and family information from this office for any purpose (including working from home) without explicit authorization.

- Discussing/revealing student and family information to another District Attorney employee who has no legitimate need to know.

- Obtaining access to student and family information not directly necessary for performing your job duties.

- Copying student and family files or other student and family information onto your own computer.

- Sending any student and family information via e-mail or FAX without authorization or without a disclaimer.

- Accepting any gratuity (money, gifts valued at more than $5, e.g.) or using protected information for personal gain.

- Copying student and family files or other student and family information onto CD, floppy disk, or other electronic medium, without explicit authorization from the student and family’s clinician for a specific purpose, except when conducting authorized computer backup on a scheduled basis.

- Placing student and family information on the internet or into any other publicly-available forum without consent.

- Participating in behavior that is detrimental to the reputation or integrity of the District Attorney, during or outside work hours.

I hereby acknowledge, by my signature below, that I understand that any student and family information to which I have access is considered confidential, including criminal records, education records, medical records, financial records, or any other identifiable information about students or families. I acknowledge that ethical conduct is expected of me at all times.

Signature Date