**HELPING FAMILIES INITIATIVE**

## 

## Ethical and Confidentiality Standards

As members of the District Attorney’s Helping Families Initiative Interagency Team for the (Circuit #) Judicial Circuit, agency and community representatives are expected to act in a professional and ethical manner in accordance with the standards set by the organization he or she represents. In addition, all student and family information are to be treated as confidential, including the fact that the student and/or 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 member’s profession, state laws and regulations, and federal HIPAA and FERPA Regulations. No student and/or 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 case review.

- 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.

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

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.

Signature Agency Date