

## **STRIVE YOUTH PROGRAM CONFIDENTIALITY STATEMENT**

I, \_\_\_\_\_, as a volunteer/employee of STRIVE Youth Development Organization (STRIVE) understand that certain information I have access to as part of my work is confidential. I shall not disclose, or make use of, or knowingly permit the use of, any confidential information, either directly or indirectly. I understand that confidential information cannot be disclosed verbally, in a written document, or by electronic means such as a computer disk or network file.

Confidential information includes records regarding a student/client and his or her family, and STRIVE staff information. Information regarding STRIVE grants, contracts and financial records are also regarded as confidential unless the provision of such information is required by federal, state and/or local laws, by court order, by contract with a referring authority or by a third party payor, and the provision of such information is defined as part of my volunteer/employee responsibilities. Confidential information may also be any information or data so defined to me by my supervisor, director or other STRIVE official. Confidential information may be released upon the proper consent by a student/client or a person legally representing the student/client, or upon receipt of a court subpoena.

I further understand that any breach of confidentiality will subject me to appropriate disciplinary action, up to and including termination of volunteer/employment assignment with STRIVE. I also understand that a violation of confidential case records could potentially subject me to civil or criminal liability.

Additionally, where there is reason to suspect that child abuse has occurred, I agree to report it immediately via the appropriate state toll-free child line and to my STRIVE director or other official. Generally, an abused child is defined as one who is under 18 years of age; who exhibits evidence of serious physical or mental injury not explained by the available medical history as being accidental; sexual abuse; or serious neglect. Specifically, child abuse/neglect is defined by state law.

In reference to child abuse/neglect, the law provides criminal penalties for failure to report. It is the responsibility of each program director to have a copy of applicable laws on hand and each volunteer/employee is responsible for reading and complying with the laws. Whenever a conflict exists between reporting requirements for child abuse/neglect and other confidential records, such as mental health records, the child abuse reporting requirements shall prevail.

I understand that failure to report child abuse/neglect will be subject to appropriate disciplinary action, up to and including termination of volunteer/employment assignment with STRIVE.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_