



Confidentiality Policy

Protecting the interest of the program participants at Serve Our Youth Network is of utmost importance. Therefore, no information shall be divulged about a particular participant to anyone except those authorized to receive such information.

Procedure

- ❖ If there is ever a doubt who to give information to, inquiries shall be referred to Serve Our Youth Network staff.
- ❖ No information shall be released over the telephone unless it is absolutely certain that the caller is authorized to receive the information requested. Even acknowledgment that an individual is a participant in SOY can be a breach of confidentiality.
- ❖ Consideration shall always be given to the manner in which the information will be used and the effect it will have upon the program participants' situation. Common sense and discretion shall be primary determining factors.
- ❖ The contents of a program participants' case file are not open to inspection by anyone other than the authorized personnel at Serve Our Youth Network. Other authorized individuals may include the referral source.
- ❖ Serve Our Youth Network volunteers and staff may occasionally be required to testify and/or present agency records in court. However, no testimony shall be given or records presented unless subpoenaed. Once subpoenaed, Serve Our Youth Network staff shall contact legal council to seek guidance as to the court process and any further instructions.
- ❖ NOTE: Confidentiality must be breached in the event that a youth discloses the following types of information (these must be reported immediately):
 - plans to hurt self or others,
 - plans to run away,
 - information regarding any type of abuse that has been experienced

Signature

Date