

Todd County Mentoring Program

Access to Confidential Records:

In order for the Todd County Mentoring Program to provide responsible and professional services to children, it is necessary for volunteers and parents/guardians to be asked for extensive and sensitive information about themselves and their families. This agency respects and protects the confidentiality of client and volunteer records, and only the agency's professional staff sees these records with the exceptions noted below. This right to confidentiality applies not only to written records but also to photographs, videotape or film, and the use of the child or volunteers name in agency publications.

Confidential information has been defined as this: personal facts or conditions pertaining to the students/volunteers life which he or she has communicated to the agency for definite purposes related to the service he or she is requesting or receiving from the program. It is the students/volunteers right and expectation that such information will be respected and safeguarded by the agency and all of its personnel: professional staff, administrative, secretarial, clerical staff, fieldwork students, and volunteers.

Volunteers, students and parents/guardians in the Todd County Mentoring Program are required to respect the confidential nature of the information they may receive in our program and to avoid sharing this information outside the match relationship. This information is to be shared with the professional staff of the Todd County Mentoring Program only.

All records remain the property of the agency and are not the property of the volunteer, student, parent or guardian or agency staff member. In order to provide the best possible service to the student, it is necessary for this agency to request information about students and volunteers from other sources, including confidential personal references. Agency records are not available to the student, parent/guardian or volunteer for review.

Limits of Confidentiality

1. We will not provide information about you to any other person or agency, except under court order, unless you have signed a consent form for us to do so and that person or agency presents a copy of that signed consent.
2. We will not use any identifying information such as your photo, name, etc., in any agency publications or promotional materials unless you have signed consent for us to do so.
3. No member of the Advisory Council shall have access to these records except by specific authorization by vote of the Council for a specific period of time or a specific purpose such as volunteer screening or monitoring staff performance and compliance with policies. Any board member granted this access must sign an agreement to respect the confidentiality policy.
4. This agency will not disclose any information on students or volunteers to law enforcement authorities except under a valid and enforceable subpoena.
5. In the event of any litigation involving this agency, relevant information may be released to the Board of Education, legal counsel, and insurance carrier. This is privileged information and its confidentiality is protected by law.
6. State law mandates that we report all instances of known or suspected child abuse to the Department of Family and Children's Services, and our staffs are instructed to remain knowledgeable about this reporting requirement and to comply with these mandated procedures.
7. If a staff member has information indicating that a student or volunteer may be a danger to himself, herself, or others, actions may be taken to protect the party at risk, including possible medical referral or report to law enforcement authorities.

I have read and understand the above polices regarding the Agency's management of confidentiality information. I agree to participate in the Todd County Mentoring Program under these terms and understandings.

Signature _____ Date _____