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Confidentiality

All Information about clients is strictly confidential

- Everyone involved with ATVP will maintain the strictest confidentiality regarding client work.
- Individual will NOT share with anyone outside of ATVP information that could lead to the disclosure of a client's identity.
- Situations may arise in which it is legally necessary to break a client's confidentiality; at these times advocates shall consult with a staff member prior to breaking client confidentiality. Washington and Idaho state laws mandate that confidentiality be breached in the following situations:
 1. If the client is in imminent danger of harming self or another (suicidal or homicidal)
 2. If the client discloses abuse of a child or a vulnerable adult
 3. If records are subpoenaed from the court system, in which case staff will follow procedures outlined in ATVP policy and procedures.
- Other than staff and advocates in the course of their duties, only representatives of funding agencies or the auditor will have access to client files, after signing a confidentiality statement.
- Under no circumstances will information regarding a client be released to anyone other than the above without the client's prior written or witnessed verbal consent.
- Individuals visiting the shelter for purposes of providing any variety of services to ATVP clients, staff and/or advocates will not disclose the location of the shelter to anyone.
- Maintaining the confidential location of the shelter is crucial to the operation of ATVP, as the shelter provides a safe location for our clients.

I understand and will abide by the above information.

Signed: _____ Date: _____

Printed Name: _____

ATVP Staff/Advocate Witness: _____