

## **POLICY AND PROCEDURE ON CONFIDENTIALITY**

### **Policy:**

Rehab Services, Inc's employees, interns, and volunteers will maintain confidentiality relating to all client activities, names, personal information, etc. during and after their employment, internship and volunteerism with RSI. All client information is to be kept in strict confidence and will not be discussed with anyone outside of the agency. This policy will apply to all current, former and future clients of RSI.

A signed Release of Information from the client is required in order to discuss the client's case with anyone outside of the agency. Any violation of confidentiality may result in immediate termination.

### **Procedure:**

RSI will have each new employee sign and date this confidentiality policy prior to their employment, internship or volunteerism with RSI. This form will be kept in each employee, intern or volunteer's personnel file.

## **AGREEMENT OF CONFIDENTIALITY**

I, \_\_\_\_\_, as an employee, intern or volunteer agree that all information regarding clients or client activities will be kept in strict confidence during and after my employment, internship or volunteerism. I understand that it is the legal right of every client of RSI to have any information regarding them to be kept confidential.

I understand that a copy of this form will be kept in my personnel file. I also understand that any violation of client confidentiality is grounds for immediate dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**(Recoveree Connection)**