



Peoplematter Confidentiality Policy:

1. All client information will be kept in the strictest confidence.
2. Privacy of clients will be respected at all times and information will not be shared outside Peoplematter without client permission.
3. Client files (electronic or paper) are not to be accessed by anyone without permission from the client.
4. Accesses to client files are prohibited to all outside agencies unless signed consents and informed permission are given by each individual client. If permission is granted it must be in writing and a copy must be kept in the clients file. The client must be informed of the content being viewed and released and must agree to this disclosure.
5. Only specific information can be viewed and released as per the specification on the signed release form. Each client will be informed and agree to these specific details being released and the reason for this release of their information.
6. Persons representing Peoplematter shall not discuss client matters except in the performance of their work.
7. No information will be released without client's signed and informed consent, except in situations required by law to break this confidentiality. These legal obligations include....
 - a.)The obligation to report any suspicion of child abuse to the appropriate children's services.
 - b.)The obligation to report any serious threat or action that endangers other.
 - c.)The obligation to report and therefore obtain assistance to any person they are in danger of hurting themselves and/or are unable to look after themselves.
 - d.)In the case that the court system makes it mandatory to release information to the court.
8. Breaches of confidentiality will be cause for disciplinary action by Peoplematter.

Provided by: People Matter

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