

CONFIDENTIALITY STATEMENT

State and/or federal law, as well as All God's Children International (AGCI) policy, requires that records and information about any child or program associated with AGCI be maintained with strict confidentiality. These laws, and AGCI's policy, apply to every employee, volunteer, and Vision Trip participant with AGCI, at all levels, and in any capacity. As a condition of your continued association with AGCI, you are required to understand and follow AGCI's confidentiality policy.

Essentially, all information in records and case files shall be considered confidential in nature and no part of the contents of such records and files should be divulged or revealed, orally or in writing, or made available to any outside person, except as otherwise specifically permitted by AGCI. This prohibition extends to information obtained from any source, including from another agency.

There are limited circumstances under which confidential information may be disclosed to other persons involved, to third parties, or to government entities. However, these exceptions are very limited and should not concern you unless you have specific knowledge of the exception or have obtained specific permission to disclose confidential information. Unless you have been specifically informed otherwise, you should assume that you are always prohibited from disclosing or revealing to anyone outside AGCI any confidential information relating to any child associated with AGCI.

You personally are legally responsible for any violation of the confidentiality laws. If at some future date you have doubts about the legality of an action you may be about to take, ask your supervisor for an interpretation.

By signing this statement, I verify that I have read it and understand AGCI's policy regarding confidentiality. I further understand that as an AGCI Vision Trip participant, I am responsible for following the law, and complying with AGCI policies, regarding confidentiality. I understand that during my Vision Trip or any other experience with AGCI, I may encounter confidential information concerning AGCI clients. I will respect the privacy of all clients and under no circumstances will I divulge or share any information with any non-AGCI person, or take any information from the office without express prior written permission.

PRINTED NAME OF VOLUNTEER

SIGNATURE OF VOLUNTEER

DATE