



Rhonda Walker Foundation

CONFIDENTIALITY POLICY SUMMARY

In order for RWF to provide a responsible and professional mentor for our teens; it is necessary for mentors and parents or guardians of teen to be asked to divulge extensive personal and information about themselves and their families. RWF respects the confidentiality of teen/family and mentors records and with the exception of situations listed below, shares information about teens/families and mentors only among the RWF Board of Directors. The right to confidentially applies not only to written records, but to video, film, pictures, or use of teen's parents/guardian or volunteer's names in RWF publications.

All records are considered the property of RWF and not RWF members, teen/family or mentor themselves. Records are not available for review by the teen/family or mentors. In order to provide a service which is in the best interest of the teens served by the program, information from outside sources, including confidential references must be assessed along with the information gained from the teens/families or mentors.

Teens and mentors shall be provided at the time of application, a copy of the statement that she has read and understands the RWF policy on confidentiality and agrees to program participation under the guidelines set forth.

1. Information will be released to other individuals or non-RWF only with the client's parent/guardian or mentor's written consent.
 - Duplicates of RWF teen/family or volunteer records are never to be sent to other organizations.
 - In the event that a request for information form from another organization is stated in general terms, clarification regarding the specific information being requested and the intended purpose is necessary.
 - A summary of information appropriate to the request should then be determined. It is essential that this summary remains true to the facts. The requesting organization shall be notified that all information released by RWF is to be held in confidence.
 - A copy of the information summary sent to RWF should be placed in the teen's or mentor's file along with the signed consent to release information form.

2. Identifying information regarding teens/families and mentors may be used in agency publications or promotional materials unless the client's parent/guardian or volunteer request otherwise.
 - The following protocol will be followed: Parents/guardians of teen's and mentors will be asked to sign a form authorizing permission for photos and/or their name to be printed in the agency newsletter or promotional materials. The form should indicate that no personal data other than the information specified will be printed. A copy of this signed form should be placed in the teen's or mentor's case record.
3. For the purposes of program evaluation, audit, or accreditation, and with the prior approval of the Board of Directors, may have access to client and volunteer records. They shall be required to respect the RWF policy on confidentiality.
4. Members of the Board of Directors or evaluators appointed by the Board have access to client files upon authorization of the Board of Directors.
5. Information shall only be provided to law enforcement officials or the courts, pursuant to a valid and enforceable subpoena.
6. Michigan State law mandates that suspected child abuse be reported to the county office of Wayne, Oakland or Macomb Family Independent Agency, Protective Services Division.
7. If any RWF member receives information indicating that a teen or volunteer may be dangerous to himself or herself or to others, necessary steps may be taken to protect the appropriate party. This may include a medical reference or report to local law enforcement authorities.
8. In cases of non-acceptance of the teen/family and mentor, RWF will not define or explain information which contributed to the decision.
9. At the time a teen or mentor is considered as a match candidate, information will be shared between the prospective match parties. Information about the mentor may include such items as: age, sex, race, religion, interests, hobbies, marriage, family status, sexual orientation, living situation, etc. When the match is made, names and addresses of the Mentor and Teen are exchanged.

I agree to program participation under the above conditions.

Teen's Name

Parent/Guardian Signature

Date

Mentor's Signature

Date