

**purpose**

The purpose of the Confidentiality Policy is to maintain respect and privacy of all people NWYS is in contact with, and to hold everyone to the same level of accountability.

**policy**

Respecting the privacy of Northwest Youth Services clients, donors, members, staff, volunteers and of NWYS itself is a basic value of NWYS. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Volunteers of NWYS may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of NWYS that such information must be kept confidential both during and after volunteer service. Volunteers are expected to return materials containing privileged or confidential information at the time of separation from NWYS or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the youth; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could make you legally liable.

**acknowledgement**

Recognizing the sensitive nature of circumstances and situations dealt with by Northwest Youth Services, I agree to respect and comply with the agency's expectations that all current and past information related to the organization, its clients, employees, and other volunteers will be held under strict confidentiality.

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Board Member Name

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Board Member Signature

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Date

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Executive Director Signature

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Date

