

Big Brothers Big Sisters of Green County

Understanding of Confidentiality

Big Brothers Big Sisters of Green County respects the confidentiality of the client & volunteer records, and with the exception of situations listed below, share information about clients & volunteers only among agency professional staff. All records are considered the property of the agency and not the agency worker, client, or volunteer themselves. Records are NOT available for review by clients or volunteers.

1. Information will be released to other individuals or non-BBBS organizations only with the client or volunteer's written consent.
2. Identifying information regarding clients and volunteers may be used in agency publications or promotional materials unless the client or volunteer requests otherwise.
3. For purposes of program evaluation, audit, or accreditation, and with the prior approval of the Board of Directors, certain outside bodies such as BBBS of America may have access to client & Volunteer records.
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 be provided to law enforcement officials or courts pursuant to a valid and enforceable subpoena.
6. Information shall be provided to an agency's legal counsel in the event of litigation or potential litigation involving the agency.
7. State law mandates that suspected child abuse be reported to the appropriate authorities, Green County Health and Human Services.
8. If an agency worker receives information indicating that a client or volunteer may be dangerous to himself, herself, or others, necessary steps may be taken to protect the appropriate party. This may include a medical referral or report to the local law enforcement authorities.
9. At the time a child or volunteer is considered a match candidate, parents may request that information is shared between prospective match parties. The information about the volunteer may include such items as: age, gender, race, religion, interests, hobbies, marriage, family status, sexual orientation, living situation, etc. Information about the child may include such items as age, gender, race, religion, interests, hobbies, family situation, etc.

Signature: _____ Date: _____