

**CALVERT COUNTY HEALTH DEPARTMENT
HEALTH DEPARTMENT**

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VOLUNTEER CONFIDENTIALITY POLICY

One of the largest concerns for many Calvert County Health Department clients is the issue of confidentiality. The Calvert County Health Department (CCHD), including Safe Harbor Safe House and the Crisis Intervention Center, maintain the policy that all information is confidential within the programs. This means that all information, communication, and observations made by and between or about clients (both adults and children), CCHD staff, and volunteers of these agencies, are to be kept in confidence. If a client wishes a volunteer of an agency to advocate for them, they must sign a written consent form prior to such contact.

The only exceptions to confidentiality are suicide, homicide, and child abuse. If a volunteer has any questions regarding child abuse, or a client's intent to harm herself/himself or another, the volunteer will discuss the situation immediately with Calvert County Health Department staff.

No information regarding clients will be released to anyone outside the program, including the client's family or friends, without the client's written consent. Volunteers should make this policy clear to clients and reassure them what they say and do is kept confidential, with the few exceptions listed above. If a volunteer feels a need to discuss a case, they should do so with Calvert County Health Department staff (in the office, by daytime telephone, or on the hotline).

**FAILURE TO MAINTAIN THE CALVERT COUNTY HEALTH DEPARTMENT'S
CONFIDENTIALITY POLICY IS GROUNDS FOR IMMEDIATE DISMISSAL**

Volunteer Signature

Date

CCHD Rev. 2/2008
Volunteer Confidentiality Policy