

## Confidentiality Agreement

In order to best serve you, it is essential that all staff of Friendship Shelter, Inc. be able to work together as a team (including housing coordinators, housing locators, program staff and agency management). Therefore, we ask for your cooperation and understanding that no single staff member can hold information confidential from other staff. We at Friendship Shelter, make it our highest priority to uphold the dignity and value of every individual we serve. Thus, information is only shared between staff on a “need to know” basis and in an effort to coordinate services to assist you in successfully transitioning to and maintaining housing.

We greatly value your right to privacy and confidentiality and make every effort to protect it. We will make every effort to ensure that no information regarding you, or your services with Friendship Shelter, will be shared with other participants, outside agencies or outside parties without your prior consent. Friendship Shelter is required to disclose information to select grantors to comply with monitoring of funding sources.

### **Exceptions**

*There are some exceptions under the law when we are required to share information about you. Exceptions to confidentiality include the following:*

**Imminent Harm to Self** - *If a staff member has reason to believe that you are in danger of physically harming yourself, they may have to contact another person who may be able to keep you safe, or may have to make an involuntary referral to a hospital.*

**Imminent Harm to Others** - *If a staff member has reason to believe that you are seriously threatening physical violence against another person, or if you have a history of physically violent behavior, and they believe that you are an actual threat to the safety of another person, they may be required to take some action (such as contacting the police, notifying the other person, seeking involuntary hospitalization, or some combination of these actions) to insure that the other person is protected.*

**Child Abuse or Elder Abuse** - *If you report anything about a child under the age of 18 being abused or neglected, or a vulnerable adult being abused or neglected, present or past, we are required to make a report to Child Protective Services or Adult Protective Services.*