



Americans Helping Others  
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## CONFIDENTIALITY POLICY

Americans Helping Others ProspEr (AHOPE), is committed to protecting the privacy of its clients. Privacy is safeguarded by establishing and implementing sound practices of confidentiality regarding client information.

The policies regarding confidentiality at AHOPE apply to all board members, volunteers, interns, consultants, auditors, contracted persons, or others who work with AHOPE, who may have access to client information.

- A. Information regarding whether or not a person or family is or is not a client in any program of AHOPE will not be disclosed to anyone, unless disclosure of such information is in client's best interest and deemed appropriate by a member of the AHOPE Board.
- B. With the exception of the Board, no individual or volunteer representing AHOPE shall distribute client information to others, irrespective of the third party's affiliation(s), except in the case of emergency (i.e. immediate and real threat to wellbeing).
- C. Photos of clients and their families can only be taken with the permission of the client, and photos can be published/posted only after obtaining consent of the client **AND** from the AHOPE Board.
- D. Client information is strictly limited to the specific purpose of helping the clients via programs approved by the AHOPE Board.
  - Client information cannot be used for programs/initiatives NOT approved by the AHOPE Board.
- E. All Board Members, interns, volunteers and others are required to observe strict professional standards of confidentiality at all times.

My signature below confirms my understanding of, and agreement to comply with AHOPE's Confidentiality Policy:

Print name \_\_\_\_\_ Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_