

# Spiritual Care Support Ministries Confidentiality Policy Agreement

Please read carefully and sign/date

Your privacy, and the privacy of others, is vitally important to us. All employees are bound by their contract to follow this confidentiality policy while performing their duties at Spiritual Care Support Ministries center (“SCSM” or “the center”). All others are expected to adhere to the policy. This applies to everyone at the SCSM center or on SCSM premises, at SCSM satellite offices, and anyone participating in any session, group, or event sponsored by SCSM, regardless of location, including but not limited to employees, volunteers, clients, guests, and contract workers.

At SCSM, we take great care and precautions to keep confidential information, you may inadvertently be exposed to private, sensitive, or confidential information. You may see people coming into the center for various reasons such as private counseling or support groups, or you may overhear phone calls or conversations. It is imperative that any confidential information that is seen or heard is never shared, and that you treat everyone with the utmost respect and privacy. All individuals are prohibited from sharing names or other identifying information of whom they saw, of what was talked about, or any confidential information seen while at the center.

Moreover, no one shall seek to obtain any private, sensitive, or confidential information involving any matter which does not involve or relate to

If you do see or hear anything confidential, please bring it to the attention of SCSM’s Executive Director.

To help ensure confidentiality and respect for all of our staff, clients, and guests, once your business at the center is done, whether you are a volunteer, client, or guest, we ask that you vacate the premises (see SCSM’s Loitering Policy). We must be sensitive to anyone coming into the center, especially our new clients, and provide a safe, calm, quiet, and welcoming atmosphere for them.

## Exceptions to Confidentiality

There are certain exceptions to our confidentiality practices, noted below, with which you should be aware.

1. When there is clear and immediate danger to you, other individuals, or society, we are required to intervene. If we believe you pose a life-threatening risk to yourself or to others, we may need to notify responsible individuals for your protection. In this case,

we may call your emergency contact person, a friend or relative, or summon the police to take you to a hospital for evaluation or observation.

2. Child abuse reporting laws in the State of Virginia require us to report suspected cases of child abuse to the local Department of Social Services. Child abuse and neglect may include physical, emotional or sexual abuse of children or the abandonment of children.
3. Although not required by Virginia law, if we know that an elderly or disabled adult has been abused, neglected, exploited, or been sexually or emotionally abused, we may still file a report with the appropriate governmental agency.

**For clients:**

4. If a counseling client is involved in a court proceeding and a request is made for information concerning sessions, we will not disclose information without the client's (or their legal representative's) written authorization, a subpoena, or a court order. Additionally, our counselors do not keep detailed client notes.
5. At times, we may consult with another professionals on our staff if we feel it is needed to offer the best possible service for you. During a consultation we make every effort to avoid revealing the identity of the client. All of our staff are bound by the same rules of confidentiality and have been given training about protecting your privacy.

If there is anyone with whom we are allowed to share your personal information, please list their full name and relationship to you here.

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I have carefully read the above information, understand it, and agree to all the stated terms and conditions.

Additionally, I warrant that I am of the age of consent – 18 years or older – and that I am competent to contract in my own name. If the person represented by this agreement is a minor under the age of 18, then this agreement must be discussed with the minor and signed by a parent or guardian, with the child's name listed.

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

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

Name of minor (if applicable): \_\_\_\_\_