



MIRROR MINISTRIES

### **Mirror Ministries Confidentiality Policy for Employees, Volunteers and Board Members**

Respecting the privacy of our clients, donors, members, staff, volunteers and of Mirror Ministries itself is a basic value of Mirror Ministries. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of Mirror Ministries may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Mirror Ministries that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Our client confidentiality is of the utmost importance for their safety, protecting the integrity of any criminal charges, and our clients' dignity. Their stories are THEIR stories do not take away that ownership. Clients must sign a Release of Confidential Information (which they can revoke at any time) for any of their information to be shared, except what is required by law.

Mirror Ministries' employees and volunteers are required by law to report any information regarding abuse and/or neglect of minor children or vulnerable adults to Child Protective Services or Adult Protective Services as directed by RCW 26.44.030.

Mirror Ministries' employees and volunteers are required by law to reveal any information necessary to establish safety if there is reason to believe that a client is in imminent danger of harming themselves or another person, as directed by RCW 5.60.060.

We will communicate that legal responsibility to our clients before they share their stories whenever possible. In the event that we are required by law to reveal client information Mirror Ministries will make every effort to advise our clients of the release of information. Any information released will be the minimum necessary to fulfill the legal requirements.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

*I fully understand the importance of Confidentiality while serving with Mirror Ministries and agree to uphold these policies*

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Staff/Volunteer/Board Member signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name printed