

Washington County CASA Confidentiality Agreement

As a CASA advocate I will be provided with access to personal, proprietary, and/or otherwise confidential data about my CASA case and any other persons or organizations associated with them.

I agree to respect children's and families' right to privacy and maintain strict confidentiality, including but not limited to all personal information of my CASA children/family and any other person associated with them.

Disclosure or verification of confidential case information shall not be made to anyone who is not authorized by the court to receive such information or when the re-dissemination of information is in connection with official CASA duties as the child(ren)'s advocate.

As a CASA I will not disclose confidential information (names, addresses, specific information, photos or facts), through any type of social media, online communication, public posting or internet forums. Care will be taken by a CASA volunteer to protect the identity of CASA families within e-mail transmissions by omitting the client's name when possible, or if identification is necessary to use client's initials.

I will take responsible steps to ensure that documentation in regards to my CASA case, in electronic or paper records, will also be held in strict confidence whether this documentation is received from others, or my written work product, such as notes. Case records and notes shall be secured and kept private and inaccessible to public view.

I will use my ability to access confidential information in regards to my CASA case only in the best interest of my CASA child(ren). I understand that the use of confidential data for personal purposes is prohibited. I understand that I may not remove any written records from the CASA office without expressed permission.

As a CASA, I recognize I should not promise a child or any party to the assigned case that his/her statements will be kept secret or confidential. Any information disclosed regarding the safety or well-being of a child must immediately be reported.

Any questions and/or concerns the CASA volunteer has regarding confidentiality or the application of this policy should be discussed with the CASA Staff. These will be resolved on a case by case basis.

I have read and agree to abide by the statements presented above. I accept full responsibility for maintaining the confidential and private nature of all records and information. I understand that I am personally liable for any violation of this agreement.

CASA Volunteer

Date

CASA Staff Witness

Date