

Confidentiality Policy

Confidentiality of clients' identities, contacts, and family information is of primary importance to Project 66 and accordingly is an important responsibility of all staff and volunteers. Project 66 staff and volunteers shall safeguard and preserve client confidences and identities within the constraints of the law and shall not be lax in vigilance of this obligation. Staff and volunteers shall always follow established policies and procedures to prevent the unauthorized access, disclosure, modification, or destruction of any organization or client information. Any violation of these guidelines will result in disciplinary action which could include immediate dismissal.

Nothing in this subsection shall be construed to prohibit appropriate discussion among Project 66 employees concerning the care and management of clients or to prevent the release of information required to meet the organization's various contractual obligations.