



RESTORATIVE CHRISTIAN MINISTRIES

Contract of Confidentiality

I, the undersigned, understand and agree to maintain the confidentiality of the M2/W2 Association-Restorative Christian Ministries programs. This includes:

The releasing outside of the Association of any information, facts, personal data or interactions concerning offenders, victims, their family or support workers, fellow staff, volunteers, Board members, donors or prospective donors, with the exception of any agency or organization with whom a release of information form has been signed by the participant.¹

I agree that any knowledge gained as a result of my position or involvement with M2/W2 will not be used for personal gain. I understand that no document is to be copied or removed from the office without permission.

I will exercise due care that the information I provide to others is limited to the information that they are entitled to receive. If I question an individual's entitlement to receive information I will not provide the information until I receive clarification from the Program Coordinator or Executive Director.

I understand that I cannot promise complete confidentiality to any client to whom I provide service because that information may be required to be reported under the law. I understand that I must disclose intent to harm self or others, potential criminal acts, or abuse of children.

I understand that maintaining confidentiality is critical to the credibility of the program and that a breach of confidentiality could result in dismissal from the agency, according to its procedural policy.

I realize the trust of the offenders and their families, and the safety and trust of the volunteers and Board members depend on this confidentiality.

If I receive information indicating that a child may be in need of protection, that information must be reported to the Executive Director, who will then contact the appropriate authorities.

Only the Board Chair and the Executive Director are authorized to make a statement to the media. Staff and Volunteers will defer media requests to those individuals, unless they have been previously authorized by the Board Chair or Executive Director to participate in a media interview.

I hereby acknowledge this and agree to abide by this confidentiality policy

(Print name)

(Print name of witness)

(Address of witness)

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_____ Date: _____
(Signature)

_____ Date: _____
(Signature of Witness)

¹ This policy acknowledges the possible legitimacy of a "whistle-blower" who may after all go public with confidential information. This must be addressed on a case by case basis, and must follow the agency's conflict resolution policies, as found on page 13 and Appendix B of the Board Manual (revised 01.22.10).