

## **Confidentiality Policy:**

- Volunteers must respect children's and families' rights to privacy in regard to personal information.
- Volunteers and staff must adhere to the confidentiality restrictions imposed by law.
- Disclosure or verification of confidential case information shall not be made to anyone who is not authorized by the court to receive such information.
- Case records and notes shall be secured and kept private and inaccessible to public view.
- Discussions of case-related information are not to be held in hallways, elevators or other public places.
- No one outside of CASA/GAL program personnel may have access to a CASA/GAL volunteer's case record without a court order. Copies of the CASA/GAL volunteer's Report to the Court are provided prior to a court review or hearing to the child protective services caseworker and to parents or their attorneys.
- Any confidential materials received from another individual or agency may not be disclosed to anyone outside the CASA/GAL program's professional staff, except by court order or written consent of the party involved.