

## **Client Confidentiality Policy**

Every client has a right to privacy and confidentiality of records and communications. The Community Helping Place, all volunteers and all employees involved in the services offered, have an obligation to protect information regarding clients.

CHP volunteers and employees are responsible and accountable for safeguarding the client's rights to privacy and must maintain the confidentiality of client records, information, and communication.

Discussions regarding a client's needs should never include the name of the client or other means of identifying the client or the client's family, and discussions should be limited to those directly involved in providing service to the client.

*We are here to protect client's rights and preserve dignity.*