



THAMES VALLEY COUNCIL FOR COMMUNITY ACTION, INC.

Serving Our Communities Since 1965

Deborah Monahan, Executive Director

July, 2013

TVCCA PRIVACY PROTECTION POLICY

TVCCA is committed to protect the privacy of our clients and employees. To achieve that, we commit to:

- ◆ **Respect the privacy of clients and hold in confidence all information obtained in the course of providing service. Therefore, we will not disclose client confidences to anyone, except: (1) as mandated by law, contract or regulation; (2) to prevent a clear and immediate danger to a person or persons; (3) where we are defendants in a civil, criminal, or disciplinary action arising from the therapy/counseling in which case client confidences may only be disclosed in the course of action; (4) if there is a waiver previously obtained in writing, and then such information may only be revealed in accordance with the terms of the waiver. We recognize that confidentiality and privacy requirements apply also to co-workers.**
- ◆ **Be responsible to store and dispose of client and employee records in ways that maintain confidentiality. All client and employee personal information will be safeguarded and kept confidential and secure.**
- ◆ **Possess a professional attitude which upholds confidentiality toward clients, co-workers, applicants, and any sensitive situations arising within the agency.**
- ◆ **Upon termination, all employees shall maintain client and co-worker confidentiality and shall hold confidential information about sensitive situations within TVCCA, Inc.**