

**CLIENT CONFIDENTIALITY AGREEMENT**  
Rappahannock Council on Domestic Violence

All client information obtained while working with a staff member, intern, or volunteer of the Rappahannock Council on Domestic Violence will be held in the strictest confidence from any outside person or agency.

All records containing confidential information will be maintained securely and shall be accessible only to representatives of the Rappahannock Council on Domestic Violence.

When preparing reports, providing educational presentations, etc., only non-identifying information will be given.

RCDV members may release confidential client information under the following conditions:

1. client requests in writing that the program release information;
2. child or elder or person with a disability abuse is witnessed, reported, or suspected (In the case of child abuse, Child Protective Services (CPS) will be notified and in the case of elder or person with a disability abuse, Adult Protective Services (APS) will be notified);
3. client threatens to hurt self (law enforcement or emergency services will be notified) or others (law enforcement, emergency services, or the person threatened will be notified); or client is believed to be in imminent danger;
4. or court order or subpoena requires disclosure (court and/or monitoring agency such as CBP or DSS will be notified of status on a monthly basis).

\*\*When circumstances require disclosure of confidential information, only essential information will be revealed.

If court ordered to release information and/or records, RCDV will use the following guidelines to protect the safety and privacy of individuals receiving services:

- Notify the client affected by the disclosure
- Discuss possible consequences of the release
- Discuss client's wishes regarding authorized release
- Depending on the client's wishes, seek legal council regarding legal options (such as quashing the subpoena, limited review of records, etc.)

I acknowledge that I am aware of and do fully understand the above RCDV policy on confidentiality and client information disclosure.

\_\_\_\_\_  
(Staff Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Staff Signature)

**Rappahannock Council on Domestic Violence  
Ethical/Confidentiality Commitment**

I, \_\_\_\_\_, agree to uphold the Code of Ethics for the Rappahannock Council on Domestic Violence (RCDV), to act in accordance with the Code of Ethics of RCDV, and to comply with policies and procedures governing RCDV services.

**ETHICAL COMMITMENT**

I further agree:

1. That my interactions with clients will be of a professional/helping nature. I understand that I am an advocate for the client and have an obligation to assist the client in securing appropriate services. I understand that, in order to avoid exploiting client dependency, I must empower the client to make constructive decisions for him/herself.
2. That I will actively attempt to understand the diverse cultural backgrounds of the clients or members based on age, color, culture, disability, ethnic group, gender, race, religion, sexual orientation, marital status, or socioeconomic status.
3. That whenever possible, as a member of the RCDV staff, I must make every effort to avoid dual relationships with clients that could impair professional judgment or increase the risk of harm to clients.
4. That I will not engage in any type of sexual relationship or intimacy with clients and will not counsel clients with whom I have had a sexual relationship or intimacy. Furthermore, I will not engage in a sexual relationship or intimacy with a former client for a minimum of two years after terminating the counseling relationship.
5. That I will not discuss with clients any of the business conducted in staff meetings.
6. I will not disclose the location of the shelter to any unauthorized persons.
7. That I will not discuss one client with another client.
8. That individuals participating in services must be fully informed about all aspects of services prior to their consents to receive these services. Information can only be withheld when such information would cause harm to the clients or other individuals. The decision to withhold such information must be made with the advice and consent of a program coordinator, the Executive Director, or an Officer of the Board.
9. That a client's records or those of his/her children will be made available to him/her on written request. The request will be honored within 48 hours and the review of the records will be carried out in the presence of an RCDV staff member.
10. That any client, male or female, will receive full confidentiality considerations.
11. That I will consult with a program coordinator, the Executive Director, or an Officer of the Board if I need clarification and that on technical issues they will consult RCDV's legal advisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date