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Statement Regarding CONFIDENTIALITY For all Employees, Interns and Volunteers

In order to effectively serve our clients, all employees, interns and volunteers of Jewish Family Services of Northeastern New York must maintain strict confidentiality with respect to all information about clients, including, but not limited to names, addresses, phone numbers, concerns, regrets, etc. Do not discuss any information about a client, except with appropriate paid staff/personnel within the agency.

If you identify or suspect a case of abuse or neglect, of a child or an adult, please report this to your immediate supervisor or personnel with whom you are working. All staff are mandated to report any abuse, molestation or neglect to the proper authorities.

Breach of confidentiality is a violation of the law, which can lead to civil liability and a fine. It is a violation of ethical conduct which can cause decertification and loss of license.

Please sign below as evidence that you have read, understood and agreed to the agency policy regard confidentiality and the reporting laws regarding abuse and neglect.

Printed Full Legal Name: _____

Signature: _____

Date: _____