



CONFIDENTIALITY POLICY

The Buffalo Trace CASA Program, Inc. board members, employees, and volunteers are committed to respecting the child's right to privacy by maintaining confidentiality in a manner that is consistent with applicable laws and regulations.

Volunteers:

CASA volunteers are responsible for maintaining confidentiality of all information to which they are exposed while serving in any capacity for The Buffalo Trace CASA Program, Inc., whether this information involves a party to their case, another program case, another volunteer, or staff. Volunteers are not authorized to solicit other persons outside the CASA program to aid them with specific duties outlined in the CASA position description.

A CASA volunteer becomes an officer of the court upon assignment to a case and their court order details the confidential information they will access. Any information pertaining to the individual families or children that the CASA volunteer receives in the discharge of his or her duties is confidential and must not be used for any purpose other than advocating for the child/children involved in the case to which they are assigned. This information must not be discussed with anyone except the following:

- County District/Family Court
- CASA Program Staff
- Department of Community Based Services
- Others whose request for access to confidential information is permitted by statute or by the court.

The volunteer should confer with their volunteer supervisor before releasing their case file to any involved party.

Volunteers must ensure care with their case file. Volunteers should maintain their files in a way and place that does not allow for any breach of confidentiality. Volunteers must return their entire case files to the program within two weeks of case closure.

Violation of confidentiality can result in the discrediting of the CASA program and may be cause for immediate dismissal.

Employees:

All information provided by clients or potential clients is confidential and may not be disclosed outside the agency without written permission from the client unless required by law. If the client is

incompetent, written permission must be obtained from the client's legal guardian or representative. If there is any question about whether a disclosure is appropriate or necessary, the Volunteer Coordinator must consult with the Executive Director.

Program staff should take measures to ensure that all electronic and hard copy correspondence, files, and records are safely and securely maintained. Case files must remain in a locked cabinet, to which all staff have a key in order to ensure staff can access records at any time. All staff must log off of their computers whenever they leave the office and each monitor must be password protected.

Care will be taken by all staff and volunteers to protect the identity of clients within e-mail transmissions by omitting the client's name where possible. Staff and volunteers should use the client's initials when identification is necessary within e-mails.

Any confidential materials received from another individual or agency, including all information kept on file for governing board, advisory committee members, staff, volunteers, and donors, 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.

Board of Directors and Donors:

Respecting the privacy of all existing and former donors, sponsors, stakeholders, partners, staff, and volunteer advocates is a basic value of CASA. Personal and financial information is confidential and shall not be disclosed or discussed with unauthorized individuals without permission and authorization from the Executive Director. Unauthorized individuals are those who are not members of the staff or Board of Directors of CASA.

Board members of CASA may be exposed to sensitive office administrative information which is confidential and/or privileged and proprietary in nature. Such information must be kept confidential both during and after an active term on the board and shall not be disclosed or discussed with unauthorized individuals. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents or emails containing confidential information are not left open or shared.

Board members are expected to return materials containing privileged or confidential information at the time of separation from board membership or expiration of terms of service.

Failure to adhere to this policy will result in discipline, up to and including separation of service from CASA.

Reporting of Breach in Confidential Information:

Notification will be reported the state and national CASA offices within 24 hours of the confirmed breach of confidentiality.

Board Approved: September 13, 2022

THE BUFFALO TRACE CASA PROGRAM, INC.
CONFIDENTIALITY POLICY

I have received and reviewed The Buffalo Trace CASA Program, Inc. Confidentiality Policy. By signing this policy, I agreed to adhere to The Buffalo Trace CASA Program, Inc. Confidentiality Policy.

Check Position:

_____ Volunteer

_____ Board Member

_____ Staff Member

Print Name

Signature

Date