

CHESTOR HOUSE - STATEMENT OF CONFIDENTIALITY

It is the nature of our program that there is a constant flow of personal, confidential information pertaining to the people receiving services at Chestor House. This information needs to be passed to providers so that they can be better equipped to serve that individual. With this knowledge, we have a great responsibility to respect and maintain confidentiality about these personal matters.

Information should be shared only with people who are directly involved with the person receiving services. This includes the Interdisciplinary Team, health care professionals, and the day program employees serving this person. To share the information with others may violate confidentiality.

For those providers who are working on an internship or education, and may wish to use their experiences in this work as part of a curriculum for a college degree must approve this with administrators and:

- a. Use an alias or made up name for the client
- b. NEVER disclose addresses, phone numbers, or family member's names
- c. ALWAYS avoid using a person's full name in any situation outside the immediate circle of providers.

People with developmental disabilities may not have the skill or intellectual capacity to defend themselves if they do not agree with or believe what is said about them. They cannot rely on providers to defend them since they, too, may be incorrect or biased about the information they are giving. It is a very complicated issue, so please be sensitive to anything that can undermine hard-earned dignity for the people receiving services at Chestor House.

I have read, understand, and have had any questions regarding the above information answered.

Signature

Date