

*Support Within Reach*  
Sexual Violence Resource Center

CONFIDENTIALITY AGREEMENT

Confidentiality is essential if we expect survivors to contact us and feel free to confide in us. The following guidelines must be adhered to by all board members, staff, contracted positions, SANE nurses, volunteers, and interns. This agreement will be signed yearly.

It is important throughout the supportive process to assure the survivor confidentiality. Our major concern is always the best interest of the victims/survivors we serve.

The names and details of survivors we have contact with must be kept strictly confidential. Under no circumstances should the name of a survivor or any details regarding an incident of sexual violence be given to the police or any agency or person without the victims expressed, informed, written, and time limited consent through an SWR Consent for Release of Confidential Information, except in situations involving mandated reporting and/or in danger of hurting themselves, which requires contact with Child Protection/Law Enforcement. The circumstances of an incident of sexual violence should not be discussed with anyone including family members, friends, or others within the community. An exception can be made if a volunteer advocate is conferring/debriefing with a staff person on a situation. All SWR staff, contracted SANE nurses, volunteers, and interns should avoid talking to anyone except another staff person about specific cases unless there is a current release of information signed by the client. Violation of confidentiality will result in the individual being dismissed from the program.

Audiences at various speaking engagements frequently ask questions about local events. We discourage discussion about anything that happens locally, regardless of whether or not our agency was involved with the case.

All client contact forms should be given or mailed directly to the Executive Director.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Executive Director: \_\_\_\_\_