

POLICY ON CLIENT PRIVACY

1. The privacy rights of the client should be respected at all times. Thus, the setting of the counseling sessions must reflect this respect by being as private as possible, and out of the sight of other individuals, unless specifically requested by the client.
2. If the counseling is to be done at a place other than the program office, the place chosen should reflect the respect of the client's right to privacy. Every effort should be made to see that the counseling is private and away from distractions, such as other family members, unless specifically requested by the client.
3. As a client's treatment is a private matter, the fact that he/she is in treatment will not be disclosed to anyone without the written consent of the client. When someone inquires whether an individual is a client, simply reply by saying, "I am not permitted to tell who is a client of the Center."
4. When a client needs to be transported to or from a treatment facility, only Center staff will be allowed in the vehicle with a client, unless specifically requested by the client.
5. Violations of client privacy could result in legal action against the staff member or the Center. A client may divulge sensitive information, and he/she has the right to expect that what he/she says in private will be kept private. Counseling cannot be effective without trust and confidence. All staff must respect the client's privacy.