



## Confidentiality

The Family Sunshine Center provides services to victims of family violence and sexual assault. Because of the nature of the business of this program and the danger risked by many clients, it is requisite that confidentiality be maintained at all times by staff as well as volunteers who work at our facilities.

Any release of information without a client's permission (with the exception of a life-threatening situation) is grounds for immediate dismissal. Both facilities provide a written consent of disclosure from which must be completed by a staff member and the client/resident before any client information can be disclosed. All records are kept under lock.

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I understand the importance of confidentiality and am aware that the Family Sunshine Center, it's board of Directors and I could be held liable for the release of any information for which I am personally responsible. This includes verbal information as well as written information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please print this form, sign & date, and return it to:

Volunteer Coordinator  
Family Sunshine Center  
P.O. Box 5160, Montgomery, AL 36103  
or FAX to 334.206.2111