

Statement of Confidentiality (to be signed and placed in portfolio)

Confidentiality is a key aspect of mutual respect and trust. During the course of portfolio development, the worker and advisor will have an opportunity to discuss the families served by the worker, the workplace, and personal information. It is essential that workers and the families they serve are protected by confidentiality.

Workers who are developing portfolios and practicing family development principles with families, and advisors who have established partnerships with workers, should adhere to the following confidentiality guidelines:

- Workers will respect the need to maintain confidentiality regarding all information about the families they work with.
- Workers will keep confidential information exchanged during FDC classes regarding other workers, workplaces, and other organizations.
- Advisors will keep confidential information shared by workers regarding personal information, the families they serve, and the organizations they represent.

Workers and portfolio advisors can use several techniques to check themselves regarding confidentiality.

- Treat everything you learn from families and workers in a way that will allow them to continue to have confidence and trust in you.
- When deciding whether to share information about a family, colleague, or worker, determine whether the person you are preparing to share information with needs to know the information. If they do, is there a way you can share it that protects the confidentiality of the person involved?
- Determine whether the information is accurate and verifiable or if it is your personal judgment.
- Determine whether you need to get the speaker's permission to share the information.

It is important that these guidelines be followed in order to provide an environment for professional growth for the worker and to maintain mutually respectful relationships between workers and advisors and with families.

Read and discussed on _____

Worker's signature

Portfolio Advisor's signature