
Client/Staff Confidentiality Agreement



In compliance with the Federal Privacy Act of 1974, and in accord with the Code of Ethics of Catholic Charities, USA, Catholic Charities of East Tennessee respects and maintains the privacy of clients and holds in confidence all information obtained in the course of providing services.

The staff of CCETN is committed to respecting and maintaining the confidentiality of information that you provide by adhering to privacy standards as dictated by Tennessee State Law and professional ethical principles. In most circumstances, information that you provide cannot be disclosed without your written consent. Your records may be reviewed internally for the purpose of staff supervision and/or quality assurance. There are exceptions to confidentiality:

1. If you indicate an intention to harm yourself or someone else
2. If emotional, financial, physical or sexual abuse is known or reasonably suspected, CCETN staff members are legally and ethically bound to report this information to the proper authorities
3. If subpoenaed to release information by a judge during legal proceedings
4. If you sign a written release giving authorization to provide information

Client Name (Printed)

Client Signature

Legal Guardian Signature (if client is under 18 years of age)

Staff Signature

Date