

**CONFIDENTIALITY POLICY**

**LITERACY VOLUNTEERS OF HARRISON COUNTY**

Student information should only be discussed for professional purposes, and with others concerned/connected to the situation. Written reports should only contain facts, which are relevant to the issue at hand.

Confidentiality extends to keeping records/files in a safe locked place.

Volunteers and staff are bound by professional ethics to hold student information in a confidential manner; however, the student is under no such constraint with his or her own information.

To continually improve the quality of LVHC and the tutoring service offered, the LVHC staff may discuss specific educational goals, methods, and procedures with other members of the staff provided the student remains anonymous.

I understand that I am responsible for maintaining the confidentiality of all students and all information made known to me through Literacy Volunteers of Harrison County.

Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_