



ALUMNI ASSOCIATION

PACIFICA GRADUATE INSTITUTE

CARE_LINE CONFIDENTIALITY STANDARDS

All Caller information is to be treated as confidential, including the fact that the Caller receives (or previously received) services through the Care_Line and/or Office of Alumni Relations. The privacy and confidentiality of our callers is protected under the Ethics Codes of the mental health professions, state laws and regulations, and federal HIPAA Regulations. No caller information may be disclosed without the explicit informed consent of the caller.

The following would be inappropriate, unethical, and/or illegal:

Discussing/revealing caller information to anyone outside this office (e.g., friends, family, fellow students or supervisees, etc.).

Removing any caller information from this office for any purpose (including working from home) without explicit authorization from Office of Alumni Relations.

Discussing/revealing caller information to another employee who has no legitimate need to know.

Obtaining access to caller information not directly necessary for performing your job volunteer duties.

Creating caller files or other patient information onto your own computer.

Placing caller information on the internet or into any other publicly available forum without consent.

VOLUNTEER CONFIDENTIALITY AGREEMENT

I hereby acknowledge, by my signature below, that I understand that any caller information to which I have access is considered confidential, including clinical records, financial records, or any other identifiable information about the caller.

Signed:

Date:
