



**Monroe County Mentors  
Confidentiality Agreement  
November 7, 2006**

It is the policy of the Monroe County Mentoring Program to protect the confidentiality of its participants and their families. With the exception of the limitations listed below, program staff will only share information about mentors, mentees, and their families with other Monroe County Mentor professional staff, the Juvenile Drug Court and the Advisory Committee. Further, all prospective mentors, mentees, and parents/guardians should be informed of the scope and limitations of confidentiality by program staff. Additionally, mentors are required to keep information about their mentee and his/her family confidential.

In order for Monroe County Mentors to provide a responsible and professional service to participants, it is necessary to ask mentors, mentees, parents/guardians, and other outside sources to divulge extensive personal information about the prospective participants and their families, including:

- Information gained from mentors and mentees, written or otherwise, about themselves and/or their families, in application to and during program participation
- Participant's names and images gained from participants themselves, program meetings, training sessions, and other events
- Information gained about participants from outside sources including confidential references, school staff, employers and Family Court

Records are, therefore, considered the property of the agency, not the agency workers, and are not available for review by mentors, mentees, or parents/guardians or other volunteers.

**Limits of Confidentiality**

Information from mentor and mentee records may be shared with individuals or organizations as specified below under the following conditions:

- Information may be gathered about program participants and shared with other participants, individuals, or organizations only upon receipt of signed "release" forms from mentors, mentees, or parents/guardians.
- Identifying information (including names, photographs, videos, etc.) of program participants may be used in agency publications or promotional materials only upon written consent of the mentor, mentee, and/or parent/guardian.
- Members of the Advisory Committee have access to participant files only upon authorization by a formal motion of the advisory Committee. The motion shall identify

the person(s) to be authorized to review such records, the specific purpose for such review, and the period of time during which access shall be granted. Such members of the Advisory Committee granted access shall be required to comply with the agency policies on confidentiality and may use the information only for purposes stated by the Advisory Committee. Non-identifying information regarding program data may be used in aggregate form for purposes of program evaluation, statistical purposes and required reporting by the program. A violation of the agency's confidentiality policy by a Committee member shall constitute adequate cause for removal from the Advisory Committee.

- Information may only be provided to law enforcement officials or the courts pursuant to a valid and enforceable subpoena.
- Information may be provided to legal counsel in the event of litigation or potential litigation involving the agency. Such information is considered privileged information, and the law protects its confidentiality.
- **Program staff and volunteers are mandatory reporters and as such must disclose information indicating that a mentor or mentee may be dangerous to or intends to harm him/her self or others.**

At the time a mentor or mentee is considered as a match candidate, information is shared between the prospective match parties. However, the full identity of the prospective match mate shall not be revealed at this stage. Names and addresses are shared with match mates only after the involved parties have met and agree to be formally matched. Each party shall have the right to refuse the proposed match based on the anonymous information provided to them. The information to be shared may include:

- Mentors: age, sex, race, religion, interests, hobbies, employment, marriage or family status, sexual preference, living situation, reasons for applying to the program, and a summary of why the individual was chosen for the particular match. Results of driving records and criminal histories may also be shared.
- Mentees: age, sex, race, religion, interests, hobbies, family situation, living situation, a summary of the client needs assessment which may include relevant Juvenile Drug Court information, and expectations for match participation.
- If program staff receives information at any point in the match process that a volunteer is using illegal substances, there is a criminal history of any kind, or is inappropriately using alcohol or other controlled substances, the information will be shared with the parent and they will have the option to reject the prospective mentor or close the existing match

**Safekeeping of Confidential Records**

The Coordinator is considered the custodian of confidential records. It is his/her responsibility to supervise the management of confidential information in order to ensure safekeeping, accuracy, accountability, and compliance with Board policies.

**Requesting Confidential Information from Other Agencies**

A mentee's or volunteer's right to privacy shall be respected by the agency. Requests for confidential information from other organizations or persons shall be accompanied by a signed release from the mentor, mentee, and/or parent/guardian.

**Violations of Confidentiality**

A known violation of the agency policy on confidentiality by any program participant (including but not limited to the mentor, mentee, parent/guardian or staff member) may result in a written warning or disciplinary action such as suspension or termination from the program.

Mentor : \_\_\_\_\_

Date: \_\_\_\_\_

Mentor Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please return or mail this confidentiality form to The Monroe County Mentoring Program, Attention: Program Coordinator, Arthur Lesow Community Center, 120 Eastchester, Monroe, MI 48162.