



## **Consent and Confidentiality Form for All Participants**

### **Consent to Share Personal Information**

I, \_\_\_\_\_ acknowledge and agree to the following:

1. Big Brothers Big Sisters of Franklin County (BBBS-FC) is not obligated to assign a Little/Big to all applicants and reserves the right not provide a reason for not accepting any enrollment application
2. As part of BBBSFC's matching process, personal information about the volunteer, child and child's family will be shared with individuals directly involved in the match once each party has verbally accepted their Big/Little. This information will include, but is not limited to, lifestyle, age, interests, occupation, education, family stressors, abuse or trauma history, etc.
3. The information that is provided to BBBSFC by all participants, in applications, forms, interviews and conversations will be accurate and truthful.

### **BBBSFC Confidentiality Policy**

**Policy: All information obtained by the agency staff from parents, children and volunteer will be considered confidential and will be disclosed only with written authorization of the parties involved except in the following circumstance**

1. In cases where it is necessary to protect the rights and safety of children, a case manager is legally mandated to notify and disclose information to state agencies, which have responsibility for investigating cases of suspected abuse or neglect.
2. In cases where it is necessary to protect the safety of the child, volunteer or others directly involved with a match, the Case Manager may disclose information deemed necessary to insure said safety and protection. The Case Manager may contact local police and a designated emergency contact person to prevent an individual from self-harm. The Case Manager has the duty to warn any individual against whom a threat has been made and to also notify the local police in cases of any threats of physical violence.
3. In cases where a judge has issued a court order to provide agency records.

4. In cases where litigation is brought against the agency or in cases where disclosure is relevant to the defense of litigation brought against the agency. The agency retains the right to disclose information necessary to defend such litigation.

5. In cases of program evaluation and audit, the Board of Directors will authorize designated persons to review agency records for the express purpose of ensuring quality services to children, parents and volunteers. Any designated person will agree to keep all such information confidential.

***I have read the Consent and Confidentiality Policy of Big Brothers Big Sisters of Franklin County with respect to all child and volunteer files.***

***I agree to program participation under the conditions it sets forth.***

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Signature of Parent/Guardian

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Date