

STAFF ROLES - PEER COUNSELORS: DOCUMENTATION

LEVEL 2 HANDOUT: CONFIDENTIALITY AGREEMENT

Handling of WIC Participant Information

Trust and confidence are needed for a successful program. This trust must be on all levels...between supervisors and peer counselors, between peer counselors and colleagues, and between peer counselors and mothers.

Mothers share personal information in order to be served as WIC participants. This includes medical, financial, and personal information. At the same time, WIC mothers have the right to know that the information they give will be kept confidential and used only as needed by clinic staff. It is our responsibility to respect their privacy and not discuss mothers' information.

Discussing confidential information to anyone outside the WIC clinic is prohibited except when it may be needed to provide services to a WIC mother. This includes ensuring that mothers' records and materials in your possession are *not* able to be viewed by anyone other than authorized WIC Program employees either by access to files or by observation due to careless record management.

Agreement

I have carefully read the above Confidentiality Agreement and understand the confidential nature of all WIC participant information and records. I understand that it is my job to share participant information *only* with staff involved in the case and understand that I am prohibited from disclosing any such confidential information to any individuals other than authorized WIC program employees and agencies with which the participant has given written permission to share information.

Name (*please print*)

Signature

Date

Witness

Date