

# Good Neighbor Center

11130 SW Greenburg Road

Tigard, OR 97223

Phone: 503-443-6084

Fax: 503-443-3745

## CONFIDENTIALITY

Good Neighbor Center is committed to maintaining the privacy of resident families and individuals. Guidelines upholding this policy are outlined below. Please review these guidelines, then print and sign your name below. Please ask a staff member or fellow volunteer to sign their name as a witness to your signature.

*Thank you!*

### Confidentiality Policy Guidelines

#### Discuss these details only at the shelter:

- ☐ Resident Names
- ☐ Specific Resident Family Situations
- ☐ Specific Individual Resident Situations
- ☐ Secure Donor Information

#### Involve on-duty staff and volunteers when discussing:

- ☐ Concerns
- ☐ Issues
- ☐ Problem Solving Ideas

#### Specific to Overnight Hosts:

- ☐ Record in the Over Night log events that occur during your shift.
- ☐ Discuss concerns, issues, or problem solving with your morning relief staff.

**Do not share information at home.**

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Print Name

Date

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Signed

Date

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Staff Signature

Date