

Project Launch Confidentiality Policy

Regarding mentor/mentee information

This document is to inform all participants of the scope and limitations of confidentiality for the Project Launch Program. Additionally, mentors are required to keep information about their mentee and his/her family confidential.

In order for **Raw Art Works** to provide a responsible and professional service to participants, it is necessary to ask mentors, mentees, parents/guardians, and other outside sources to not divulge extensive personal information about the prospective participants and their families, including:

1. Information gained from mentors and mentees, written or otherwise, about themselves and/or their families, in application to and during program participation.
2. Participant's names and images gained from participants themselves, program meetings, training sessions, and other events. Exceptions may be made for end of the year graduations.
3. Information gained about participants from outside sources including confidential references, school staff, employers.

Mentors: Information may be shared with Mentees and RAW Staff about age, sex, race, religion, interests, hobbies, employment, marriage or family status, living situation, reasons for applying to the program, and a summary of why the individual was chosen for the particular match.

Mentees: Information may be shared with Mentors about mentees' age, sex, race, religion, interests, hobbies, family situation, living situation, a summary of the mentees needs assessment, and expectations for match participation.

Limits of Confidentiality

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

1. At the time a mentor or mentee is considered as a match candidate, information is shared between the prospective match parties. Full names 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 information provided to them.
2. Information may be gathered about Launch participants and shared with other participants, individuals, or RAW Program staff and partner organizations only upon receipt of signed Launch Permission Packet from mentors, mentees, and/or parents/guardians.
3. Identifying information (including names, photographs, videos, etc.) of program participants may be used in agency publications or promotional materials.
4. 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 its confidentiality is protected by law.
5. If program staff receive 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 RAW Staff and parents. We will take the appropriate steps to close the existing match.
6. **Program staff and mentors are mandatory reporters and as such must disclose information indicating that a mentee may be being harmed or intends to harm him/herself or others.**

Safekeeping of Confidential Records

The Launch Program Director is considered the custodian of confidential records. It is the Director's responsibility to supervise the management of confidential information in order to ensure safekeeping, accuracy, accountability, and compliance with Board policies.

Violations of Confidentiality A known violation of the agency policy on confidentiality by a program participant may result in a written warning or disciplinary action such as suspension or termination from the program.

PRINT YOUR NAME BELOW:

Name of Mentor
Name of Mentee
Name of Parent