**Confidentiality of Information**

Policy

In order to preserve a sense of trust, all conversations taking place in the Chaplain’s office will be kept in strict confidence.

There may be situations where, for legal reasons, or for the personal safety of individuals, disclosure may have to be made to the proper authorities.

Procedures

1. Chaplains will be guided by Harbour Light General Policy related to Client Files: PIPA, Acquisition, Maintenance and Release of Client Information

2. All Clients and/or other individuals will be made aware of such policy by a posting, in a conspicuous place in the Chaplain's office.

Examples of reportable information include the following:

• Disclosure of or disclosure of the knowledge of child abuse

• Implied injury to oneself or others

• If a person leaves the office with the intent to operate a motor vehicle under the influence of alcohol or drugs (UIA/UID)

• If an individual has a communicable disease and makes no attempt to protect others from being infected

3. For case management reasons, some elements of conversations with Addiction Treatment Program clients may be shared with the client’s Counsellor or Addiction Treatment Program Manager.

In cases where information is required to be shared, the client will be made aware by the chaplain.