

STATEMENT OF CONFIDENTIALITY:

ERIE COUNTY VICTIM/WITNESS ASSISTANCE PROGRAM, RAPE CRISIS PROGRAM, AND PROSECUTOR'S OFFICE

I, the undersigned, do hereby declare that I understand the principle of confidentiality will be strictly observed by both paid and volunteer staff members and all volunteer trainees.

I therefore promise the following:

I will not disclose the identity of any client of the Erie County Victim/Witness Assistance Program, Rape Crisis Program, and/or Prosecutor's Office to anyone, including other clients, without permission from the client as well as my supervisor.

I will not disclose any personal information regarding clients, paid staff, volunteer staff members, and/or volunteer trainees of the Erie County Victim/Witness Assistance Program, Rape Crisis Program, and/or Prosecutor's Office without permission of the individual or authorization from my supervisor.

I will not disclose any information regarding a client to any agency without the consent of the client, unless there is a demonstrated risk of harm to self or others.

I will not disclose any information regarding a client or a criminal case to the media.

I will maintain all client records in a secure area.

I will treat as confidential any information I may receive regarding defendants and/or any other information that may be revealed to me through the course of my work.

I will not visit, provide transportation to, exchange personal information with, or establish a personal relationship with any clients of the Erie County Victim/Witness Assistance Program, Rape Crisis Program, and/or Prosecutor's Office without authorization from my supervisor.

I will be aware at all times that my personal opinions are my own but others may consider them to be official opinions of the Erie County Victim/Witness Program, Rape Crisis Program, and/or Prosecutor's Office. Therefore, I will make every effort to present and express myself as a representative of the Erie County Victim/Witness Assistance Program, Rape Crisis Program, and Prosecutor's Office.

I will take all precautions to ensure and maintain the confidentiality of information transmitted to other parties via facsimile machines, telephones, answering machines, cellular phones and other electronic or computer technology.

