

Confidentiality Policy

Your safety and privacy are very important to us. Phoenix Project will protect your personal information and keep what you share private. This includes your name, what you tell us, and details about your situation. Only staff members who need the information to help you will have access to it. You choose what information to share. You can still get help even if you decide not to share certain details.

We keep all paper files in locked cabinets. Electronic files are stored only when needed and are protected by passwords. When we no longer need your information, we destroy it safely.

We take part in VAData, a statewide system that collects information without names or personal details. This helps improve services across Virginia and track our work for grants.

Client files belong to Phoenix Project. If you want to see your file, you may do so with staff present. Files cannot be taken, changed, or added to by clients. Notes are kept short, factual, and without personal opinions.

If you want us to share your information with another agency, you must fill out and sign a **Consent to Release Information** form. You can choose what to share and for how long.

We may have to share information without your permission if:

Someone is in immediate danger of being seriously hurt or killed.

We must report child abuse or neglect by law.

We receive a court order or subpoena.

Please respect the privacy of others. If you know of someone who receives service here, please do not share that information, and do not ask for information about other clients.

Client Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____