

# **CONFIDENTIALITY STATEMENT**

McLean Presbyterian Church, the Lay Counselor Institute, and the Counselor place a high value on the confidentiality of the information that our people share with us.

Personal information that you share with us may be entered into your records in written form. This information will be kept in a locked file. The only individuals with access to our files are staff members (i.e. the Counselor and the respective Lay Counseling Institute supervisor) who are directly involved in providing services to you. These individuals are aware of the strict confidential nature of the information in the records.

## **EXCEPTIONS TO CONFIDENTIALITY:**

There are important instances when confidential information may be released to others. They are as follows:

1. If you threaten to harm yourself or someone else and we believe the threat to be serious, we are legally responsible to file a report (please read and sign LEGAL RESPONSIBILITY FORM).
2. There may be rare instances in which you waive your rights to have your records protected. If you are involved in any current or potential legal difficulties, we suggest you discuss the matter with your attorney before informing others of the services you have received at McLean Presbyterian Church.
3. If McLean Presbyterian Church becomes involved in church discipline, we will continue to keep all matters confidential EXCEPT in rare instances in which judicial action is necessary. If we are under subpoena by a court, then some confidential information may have to be disclosed.

We will make every effort to safeguard the personal information which you may share. If you have any questions about confidentiality, please discuss them with us.

## **LEGAL RESPONSIBILITY FORM**

Confidentiality and privileged communication remain rights of all people involved. However, if an individual intends to take harmful, dangerous or criminal action against another human being or against themselves, under the law we are required to report to the proper authorities and to take whatever actions necessary to protect people from harm.

Additionally, any suspicion of child abuse in any form must be reported. Individuals warned may include one or more of the following:

1. The individual or family of the individual who may suffer the results of harmful actions.
2. The family of the person who intends to harm himself or another person.
3. Acquaintances or friends of those threatened or making the treats.
4. Law enforcement agencies.

Every effort will be made to resolve the issue with the individual before informing others. Prior to informing other parties, McLean Presbyterian Church will take steps to first share their intention with the individual.

I have read and understood both the CONFIDENTIALITY STATEMENT and the LEGAL RESPONSIBILITY FORM and understand the counselor's and the church's legal and moral responsibilities to make such decisions as stated when necessary.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

## **COVENANT TO INDEMNIFY AND HOLD HARMLESS**

The undersigned individual(s) and his/her subsequent legal representative(s), hereby forever covenant to indemnify and hold harmless the Counselor(named below), and McLean Presbyterian Church for any claims whatsoever for damages alleged as a direct or indirect results of counseling and/or time spent together.

I recognize the fact that the Counselor is not a professional. He/She is a lay counselor. His/Her training has been derived strictly from the Lay Counseling Institute, McLean Presbyterian Church training, personal experiences, and personal studies.

The Counselor, Lay Counseling Institute and McLean Presbyterian Church hereby disclaim any and all responsibility or liability for any adverse or damaging effects which may be asserted or claimed to have risen, either directly or indirectly, as a result of participation in counseling and/or time spent together.

COUNSELOR:\_\_\_\_\_

DATE:\_\_\_\_\_

PRINT NAME(S):\_\_\_\_\_

\_\_\_\_\_

SIGNATURE:\_\_\_\_\_

\_\_\_\_\_