

## Confidentiality with Staff Development and Care Team

SDCTeam considers it a great privilege to come along side you in your work for the Kingdom. As you access our services, it is important that you know how we treat the information we receive from you as you interact with us. The information you share with anyone on the SDCTeam will be kept strictly confidential with these exceptions:

- **Consultation**—In order to provide the best care possible, other members of the SDCTeam may be consulted.
- **Feedback**—Both you and your SDCTeam member share the responsibility to make your Team Leader aware of the care you are given, and, when appropriate, invite their assistance.
- **CRM Policies**—Clear violation of CRM Policies and Procedures that require the attention of CRM leadership (e.g. sexual harassment).
- **Welfare of Other or Legal Mandate**—When others are at risk of being harmed or when disclosure is mandated by law (e.g. Slander, child abuse, suicidal threat).

We recognize, first and foremost, that this information is yours and not ours, therefore, we will ask permission whenever we feel the need to share information with anyone other than those mentioned above. Please feel free to discuss any concerns or questions about confidentiality with anyone on the SDCTeam.

### Clarifying Questions:

1. **Will my Team Leader know about everything we discuss?** *No. The Team Leader will be made aware that you are accessing SDCT and told the general purpose and progress in care. You and your SDCT member will discuss if additional information needs to be shared with your Team Leader or other CRM leadership.*
2. **Does everyone on SDCTeam know about what I share?** *No. The SDCT person with whom you spoke will only consult with those they feel they need to for the benefit of your care. You always have the right to know who we are consulting on the team.*