

## The Initiative's Confidentiality Policy

In accordance with CRS 13-90-107, The Initiative is privileged confidentiality with all information in regards to clients.

As a client of The Initiative, you have the following rights regarding the confidentiality of your personal information and communications with The Initiative's staff and volunteers:

1. The information that you provide to The Initiative will be kept confidential to the greatest extent allowed by law.
2. You may choose what information you want to provide to The Initiative. You will not be denied access to services if you choose to not provide certain identifying information.
3. The information that you provide to The Initiative, including your name, address, phone number, and other personal information will not be shared with other individuals or agencies without your permission.
4. The Initiative's staff may be required by law to report certain situations **even if you don't give them permission to share or report the situations, such as suspected child abuse or neglect, threats to self or others, elder or at-risk adult abuse, commission of a crime or a civil claim against The Initiative's staff etc.** Staff and Advocates will inform you of any reporting requirements prior to having conversations with you and will tell you when they must make a report and what information will be shared. Even when these reports are made, The Initiative should not share information beyond what is required by law.
5. Some general information about the types of services provided and overall demographics (e.g., age and income ranges, average number of children, ethnicities) of people that use The Initiative's services must be shared with the agencies that fund The Initiative. However, information that specifically could identify **you** as someone who used The Initiative's services will never be shared unless specifically authorized in writing by you.
6. You can decide how much or how little of your personal information The Initiative will or will not be shared with each partner agency. You will be told, in general, what each partner's obligations are to keep your information confidential. If you choose to have The Initiative share some of your personal information with an agency we partner with, you will be told exactly *how* and *what* information will be shared. If you later decide that you don't want the information you have provided to be shared with any of The Initiative's partners, let us know and we won't share any more information with those partners.
7. If you have any questions or concerns about this notice or your rights, or if you have a concern that your confidential information was not treated appropriately, please contact *Ms. Ashlee Lewis, Executive Director at (303) 839-5510.*

**Client: I, \_\_\_\_\_, have received notice of my rights to confidentiality. Date:**

**Advocate: I, \_\_\_\_\_, have explained this notice to the client. Date:**