



**Confidentiality & Consent to Services**

At Kootenay Kids Society (KK), staff gather information for the following purposes:

- to be able to contact you,
- to plan and provide services for you, including referrals,
- to follow-up on services,
- to improve the quality of our services, and
- to meet funder requirements.

If you have any questions about how your information is used, please ask program staff to explain it for you.

Most client information gathered by Kootenay Kids Society is **strictly confidential**.

There are, however, some limits to confidentiality. Under these limits information will be shared with the appropriate authorities. These limits include:

1. child abuse or neglect;
2. danger to physical safety of a person (threats, suicidal, driving while intoxicated);
3. court order for the release of records or testimony;
4. discussion of counsellors' casework during supervision in their programs;
5. Workers' Compensation Board investigation of a compensation claim;
6. requests through Freedom of Information Act applications;
7. program quality surveys; and
8. information required by our funders.

Any other information regarding your involvement with KK services will only be with your written consent. Consent expires one year after this consent is signed. Consent can be withdrawn in writing at any time. After the date of receipt of your written withdrawal of consent no further information will be released unless required in 1 to 8 above.

I have read and understand the limits of confidentiality.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I have been given a copy of my rights and responsibility	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I consent to participate in this KK Program	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Client Name	Client Signature	Date
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Witness Signature

Review, re-date & initial yearly

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**Consents are valid for one year from date of signing. They will be reviewed annually.**