



DATE: **September 2017**

SUBJECT: **CONFIDENTIALITY**

- I. While it is important to publicize the work of the Interfaith Welcome Coalition with regard to the plight of asylum seekers entering the United States from Central America or at-risk immigrants within our community, it is equally important to protect the personal information of each person served by the Interfaith Welcome Coalition. The purpose of this policy is to establish procedures concerning the confidentiality of all information received as volunteers serving under the auspices of the Interfaith Welcome Coalition.
- II. All IWC volunteers will not discuss with any outside individual or corporate entity any personal information with regard to any asylum seekers, refugees or at-risk immigrants we serve.
- III. IWC volunteers will not take or share unauthorized pictures of asylum seekers, refugees or at-risk immigrants.
- IV. At such time, if the decision is made to make public information on any family we serve, it will be approved and disseminated by the Leadership Team of the Interfaith Welcome Coalition.
- V. The Interfaith Welcome Coalition provides volunteers to visit asylum seekers in detention at the Karnes and Dilly facilities. The Confidentiality Policy will be maintained for these families by IWC volunteers. Any information shared with the IWC volunteer by a family in detention will remain confidential to everyone except the attorney for the family. The IWC volunteer may also discuss visitation sessions omitting family name in counseling through the IWC Care program.
- VI. All IWC volunteers will be required to sign a confidentiality statement acknowledging that they have read this policy and agree to abide by all requirements.
- VII. Unauthorized disclosure of confidential IWC information may result in disciplinary action up to and including termination.

Lenna Baxter
IWC Co-Chair

I have read and agree to comply with the Interfaith Welcome Coalition Confidentiality Policy.

Name

Date