

## **Confidentiality Agreement**

As a CASA volunteer, you may need to obtain information from doctors, psychologists, social workers, attorneys, clergy, teachers or other professionals who have protected relationship status with a party or the child. You must adhere to ALL confidentiality guidelines and must respect the privacy of others in all matter relating to your work. The following guidelines govern circumstances in which you request, receive or provide information.

I understand that any information pertaining to the individual families or children that I receive in the discharge of my duties is strictly confidential.

I understand that I cannot withhold confidential information learned in my role as CASA when writing my report to the court.

Note: The Court must be provided all significant case specifics known to the CASA.

I understand that I cannot withhold confidential information learned in my role as CASA from CASA program supervisory staff or the GAL.

I understand that I must disclose confidential information as required in my role as a mandated reporter.

Note: To review mandated reporter requirements, visit <https://www.dcfstraining.org/manrep/index.jsp>

I understand that I may disclose confidential information and discuss case specifics when consulting with DCFS.

Note: This provision also applies to DCFS contracted agencies.

I understand that I may discuss a case in hypothetical terms for the purpose of illustration at professional meetings designed to address issues promoting the best interests of children.

Note: I shall not mention the names of any individual involved or provide facts which may identify the case or parties in any way.

I understand that I may never disclose the address where children are placed nor the names of the foster parents to any party.

Note: Information identifying the foster parents or the location of the children must not be disclosed in my court reports.

I understand that I shall never discuss any case for purely conversational purposes, particularly in specific terms, with anyone.

I understand that I may not promise a child or any party to the assigned case that his/her statements will be kept secret or confidential.

Note: e.g. as a mandated reporter, sometimes you are required to report certain information.

I understand that I am not allowed to disseminate documents, including all court reports provided to me in my role as CASA, to anyone.

Note: Anyone requesting documents should be referred to the social service agency working with the family.

I understand that cases involving parties who are known to the CASA program as being HIV positive or having AIDS are governed by an additional confidentiality protocol.

Note: Contact your Advocate Manager immediately if you learn that your case involves HIV/AIDS. He/she will notify you of the proper procedures.

I understand that failure to adhere to the guidelines above may result in dismissal from my case and the CASA Lake County program.

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Signature

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Date