

## We R Listening® Inc. **Confidentiality Policy**

It is the policy of the “Program” to protect the confidentiality of its mentees and their families. With the exceptions of the limitations listed below, program staff will share information about mentees and their families with other program staff on a need-to-know basis. Further, all prospective mentors, mentees and parents/guardians\* should be informed of the scope and limitations of confidentiality by Program staff. Additionally, mentors are required to keep information about their mentee and their mentee’s family confidential from everyone except program staff.

### **Limits of Confidentiality:**

Information from mentor and mentee records may be shared with individuals or organizations as specified below under the following conditions:

1. Except for situations listed below, information may be gathered about Program mentees and shared with other individuals or organizations only upon receipt of a signed “release” form from mentees and/or parents/guardians\*.
2. Information may be gathered about Program mentees for data and survey use including, but not limited to age, demographic background, religious background, race, ethnicity, etc.
3. Identifying information (including names, photographs, videos, etc.) of Program participants may be used for the following purposes, but not limited to, We R Listening’s publications, promotional materials, websites, social media sites, etc. upon signed written consent of photo, video, and testimonial release forms from mentee and/or parents/guardians\*.
4. Information may be provided to law enforcement officials or the courts pursuant to a valid and enforceable subpoena.
5. Information may be provided to legal counsel in the event of litigation or potential litigation involving We R Listening. Such information is considered privileged information, and its confidentiality is protected by law.
6. Program staff are mandatory reporters and as such must disclose information indicating that a mentee may be dangerous to or intends to harm herself or others.
7. If Program staff receives information at any point that a mentee is using illegal substances, there is current criminal activity of any kind, or is inappropriately using alcohol or other controlled substances, the information will be shared with the parents/guardians\*, and/or the school that referred them and they will be referred

out to an appropriate agency and the existing match with the We R Listening mentor will be closed.

8. If Program staff receives information at any point that a mentee is being subject to child abuse, including but not limited to, sexual, physical, verbal, etc., information will be shared with the appropriate agencies.
9. Information is shared with the mentor during the matching process. The information to be shared may include:
  - Mentee: First name, age, grade, school attending

***\* For mentees under the age of 18***

***\*\* Program staff and mentors have the authority to use their discretion at any time in determining if information disclosed during e-mentoring sessions should be elevated to the appropriate agencies, parents/guardians and/or legal authorities.\*\****