

Providing resources and community to
gay, lesbian, isexual, transgender, and questioning youth.

Lambert House
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Confidentiality Policy

Lambert House is committed to preserving the confidentiality of all private information of youth, staff, donors, board and board committee members. All information concerning any such individuals is to be treated as strictly confidential except as otherwise required by law. Breaches of confidentiality may result in discipline up to and including dismissal. No confidential information regarding the individuals listed above shall be released or disclosed to anyone without a valid and signed consent except as required by law. If you have questions about whether particular information should be treated as confidential, please contact the Executive Director prior to disclosing any information to anyone.

Examples of breaches in confidentiality include, but are not limited to:

1. Disclosing youth, donor, board, or staff personal information in any manner except as approved by the individuals in question, or by permission of the Executive Director;
2. Discussing personnel issues outside of the staff;
3. Disclosing youth identification information to other youth or to adults, except in cases where Lambert House has obtained a Release of Information kept on file and updated every ninety days;
4. Disclosure of staff, board or donor contact information unless preapproved by the individuals in question, or by permission of the Executive Director.

Updated: January 22, 2008