

CONFIDENTIALITY POLICY

I. ACCESS TO INFORMATION

Disability Rights Montana shall access confidential information about clients or potential clients only as authorized by law or pursuant to signed permission of the client or when applicable, the client's legal guardian.

II. RELEASE OF INFORMATION

All personal information about clients or potential clients given or made available to Disability Rights Montana shall be held confidential. It may only be released in one or more of the following circumstances:

- 1) To the client or the client's legal guardian in accordance with applicable law; but if there is a complaint against the legal guardian, then access to the information may be refused if disclosure would jeopardize the client's position.
- 2) Pursuant to the written consent of the client or the client's legal guardian.
- 3) In the process of the investigation, pursuit, or other argument of a client's case but only to the extent that such disclosure is necessary for the processing of the client's case.
- 4) For general statistical or other sociological data so long as there is no disclosure of the identity or the means for discovering the identity of particular clients.
- 5) When required by law to be disclosed to particular state or federal agencies or pursuant to court order.
- 6) When non-disclosure would result in an imminent threat to the life or health of an individual and no viable alternative exists.

This policy shall apply to all Disability Rights Montana employees, directors, or agents. Nothing in this policy shall be construed to excuse compliance with any duties imposed by law, including the attorney-client privilege.

** For purposes of this policy, "legal guardian" means the parent of a minor child or the court-appointed guardian of an individual.*