

## **LITERACY VOLUNTEERS OF CHEMUNG AND SCHUYLER COUNTIES**

### **Confidentiality Policy of Learner and Tutor Records**

EOP Literacy volunteers of Chemung and Schuyler Counties (LVCSC) gives top priority to providing complete confidentiality for its learners, tutors, and volunteers. Learners, m tutors, and volunteers are welcome to share their experiences either privately or through the media in order to encourage others to become involved and support LVCSC activities, as long as they do not violate the privacy of anyone else. We encourage such sharing of experiences and are most appreciative of the support it brings.

All records pertaining to learners, tutors, and volunteers involved with the Literacy tutoring program will be confidential unless prior written consent is obtained. The written consent will include what information can be released and how this information can be used. However, once records are made public, LVCSC has no control over them. No information pertaining to a learner's assessment or progress will be released or transferred to another agency while the learner is being tutored or at any time without the learner's permission. General statistical information can be released anonymously.

#### **CERTIFICATION:**

I have been informed of Literacy Volunteers of Chemung and Schuyler Counties' confidentiality policy. I understand its provisions, and will adhere to them.

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Signature

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Date

BRS: WJ 2013 (formatting 10/2022)