

Confidentiality of Records

The Village takes confidentiality of private information very seriously. We want you to know the guidelines we follow in order to protect your information as outlined on the Client's Rights/Informed Consent and Notice of Privacy Practices. We also want to clarify what constitutes "your record" and how access to your record is controlled.

Access to records varies depending on the type of service being delivered.

If you are receiving **individual** services:

- you sign a Client's Rights and Notice of Privacy Practices
- you have sole rights to your record and the information contained in it
- you must sign an Authorization for Disclosure form in order for information from your record to be shared with anyone else (except as we are required by law/court order to release information)

If you are receiving **couples** or **family** services:

- each individual involved in service (or his/her legal custodian) signs a Client's Rights and Notice of Privacy Practices
- each individual who has signed the above forms has equal rights to the case record and may authorize a release of information during the joint service period
- if an individual joins a couples or family service situation after service has already begun, that individual will sign a Client's Rights and Notice of Privacy Practices and will share rights to information within the record after that point in time.

If service is to a **minor child** (under 18 in ND, under 16 in MN):

- the minor's legal custodian(s) who presents the child for services sign Client's Rights and Notice of Privacy Practices
- anyone with legal custody of the minor has rights to the information regarding treatment of/service to the minor
- there are times when we are not required to release a minor's information if, in a provider's professional opinion, to do so could result in harm to the minor
- minor's records are maintained 7 years past the close of services or until the minor reaches age 21, whichever is longest; when a minor reaches the age of 18 in ND or 16 in MN, he/she becomes the owner of his/her service/treatment information and must sign for the release of information.

The Village strives to limit the information in your record to only that which is necessary to 1) provide service to you based on your request, and/or 2) maintain a record of our service to you to assist with future service planning either by us or another provider.