



CONFIDENTIALITY POLICY

As an organization providing legal services to clients, Good Samaritan Advocates (GSA) is obligated to avoid improper disclosure or misuse of confidential client information. This includes the identity of clients and all client information.

This obligation is imposed by canons of legal ethics, Virginia Rules of Professional Conduct, Maryland Rules of Professional Conduct, and by our own ethical standards. All volunteer attorneys, staff, and board members are obligated to comply with this Confidentiality Policy.

No one outside GSA (including your family and friends) is authorized to receive any confidential client information concerning a client unless the client has specifically authorized disclosure of specific information and the responsible attorney has approved. Since it is not always possible to know what information should be treated as confidential, please do not discuss any client matters with persons outside of GSA, unless specifically and clearly authorized to do so by the attorney in charge.

Your username and password to the GSA Google Docs site should be kept private and confidential so no one outside of GSA can access client files.

We thank you for your service to GSA and for your help in protecting the confidentiality of our clients' information.

Signature of Volunteer _____ Date: _____

Printed Name: _____