



FNUSA Survivor Reentry Project Confidentiality Agreement

Freedom Network USA (FNUSA) is committed to providing compassionate support and advocacy throughout the criminal record relief process. While this process can be extensive, your well-being and safety is our top priority. For that reason, we want to ensure that we outline our confidentiality guidelines that will be upheld by every staff member and partner contracted by FNUSA.

All identifying information collected from you will be kept confidential. You are responsible for managing confidentiality in your own environment. Any information collected from you by a FNUSA staff person remains strictly confidential and securely stored in our password protected online database that is only accessible to SRP staff members or pro bono attorneys that are assigned to your case. We will handle any and all case information with the utmost discretion and respect your privacy throughout the criminal record relief process.

FNUSA will share generalized, de-identified information as required by funders. This will not include any personally identifiable information. It will usually be numbers (such as the total number of people being served or the total number of cases by state or type of case).

FNUSA may be required to share your information if compelled to do so by law. If so, we will notify you before sharing your information or as soon as possible if we are not able to notify you in advance. This may include any information related to an ongoing crime or imminent harm (mandated reporting requirements) or in response to a court order.

Any written, telephonic, or other inquiries from a third party about your case will not be acknowledged unless there is a signed release of information on file by you.

Your information will be stored in our database indefinitely unless it is deleted. You have the right to request a deletion of your information at any time by written notification. You have the right to request a copy of your file at any time by written request.

Electronic Communication

Should you elect to communicate via text message and/or email, FNUSA staff members will remain professional during all communication. FNUSA is not responsible for any cost associated with sending or receiving text messages. You may opt out of electronic communication via text message at any time. While we make every effort to protect your

privacy and data, the transmission of information could be disrupted or distorted by technical failures. If this occurs you will be notified immediately.

Response Time

FNUSA is not a 24hr crisis service provider. Should you attempt to reach us outside of normal business hours, we won't respond immediately, but we will make every effort to respond within 72 hours.

I have read and understand or it has been read to me and I understand and agree.

Service Recipient

Print Name: _____

Signature: _____

Date: _____

Freedom Network USA

Print Name: _____

Signature: _____

Date: _____