



## Confidentiality of Information Policy Statement

GCSCORED, Inc. is committed to ensuring the confidentiality and privacy of all trainees participating in our programs, in accordance with the applicable CCE credential Code of Ethics. We have implemented comprehensive provisions to safeguard the sensitive information disclosed by trainees during their participation in our programs.

**Confidentiality Agreement:** All staff members, volunteers, and peer mentors involved in the delivery of our programs are required to sign a confidentiality agreement that obliges them to maintain the confidentiality of all personal and sensitive information shared by trainees during the program.

**Secure Data Storage:** We utilize secure, encrypted data storage systems to protect any electronic records containing trainees' personal and sensitive information. Access to these records is restricted to authorized personnel only, and regular audits are conducted to ensure data security.

**Anonymity in Group Settings:** During group activities and discussions, trainees are encouraged to share their experiences and insights, but they are not obligated to disclose any personal or sensitive information. To further protect trainees' confidentiality, we encourage the use of pseudonyms or aliases when discussing personal matters in group settings.

**Confidentiality in One-on-One Sessions:** Any personal or sensitive information shared by trainees during one-on-one sessions with program facilitators or peer mentors will be treated as strictly confidential. Facilitators and mentors are trained to adhere to the highest ethical standards and maintain the confidentiality of information disclosed by trainees in such settings.

**Reporting and Disclosure:** In cases where the disclosure of information is required by law or when the safety of the trainee or others is at risk, GCSCORED will follow the appropriate legal and ethical guidelines for reporting and disclosing such information. Trainees will be informed of these provisions and the limits of confidentiality during the program orientation.

Through these provisions, GCSCORED ensures the protection of trainees' confidentiality and privacy while providing a safe, supportive environment in which they can comfortably engage in our programs, fostering their growth and development in their mental health and wellness journey.

for more information  
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