

## Privacy and Confidential Information

Except with the disclosure to and consent from Acadiana Legal Service Corporation (ALSC) or in furtherance of its activities in which s/he is authorized to act, a director, officer, or employee shall not reveal to any third person or use for his or her own purposes any of ALSC's proprietary business or financial information, records, client information, results, work product, or other information acquired in connection with the individual's ALSC activities that is not generally available to the public. As members of ALSC, a law firm, employees are further obligated to act in compliance with federal and state mandates regulating professional behavior, including their duty to protect client privacy, client confidences, attorney-client privileges, work product, and other protected communications.

Confidentiality must be maintained in all programs, departments, functions, and activities. Information about ALSC's clients may be disclosed only under the following circumstances:

- If a release-of-information form is explained to and completed by the client or potential client before it is released.
- If records are inspected by an outside agency, the individuals who inspect records must be specifically authorized to do so by the Executive Director. The taking of notes and copying or removal of records are specifically prohibited in such cases.
- The only other instance in which client information will be released to a person outside the agency is when ALSC is required to do so by law.