



**Community Ties, Inc.  
Privacy and Confidentiality Form**

Thank you for offering to assist individuals/families in times of personal crisis. Community Ties, Inc. (CTI) considers you an invaluable partner. Together we can provide the support and guidance required to move from crisis mode to a state of physical, emotional and spiritual stability. CTI is committed to adhering to the following core values when interacting with our clients and we respectfully request that our Volunteers/Business Partners (Service Providers) also commit to these core values.

**CTI CORE VALUES**

**Confidentiality:** The client's personal information will not be shared with anyone unrelated to the client's service. Confidentiality and privacy protect the client and the Service Provider as well as creating the trusting environment required for healing to begin.

**Respect:** The community members we will be working with may be in emotional distress. We are committed to respecting client privacy, providing a judgement free environment and recognizing the dignity of each person.

**Honesty:** We ask that you are completely honest with the client(s) and CTI staff. In order to best serve the client, it is imperative that the Service Provider(s) communicate clearly their time constraints and the scope of service they are able to provide to the client(s). We want to build the best relationships possible between CTI, the client and the Service Provider. Transparency is the goal.

**Attitude:** It's everything! Often, it's the small things that make a big impact. Kind words, a smile, and acknowledging someone's feelings all work to validate our humanity. No one should be defined by the life circumstance they find themselves in.

**Empower:** CTI is committed to empowering the client. CTI is committed to referring the client to services that will teach the client to build the skills necessary to empower them and to help manage the challenges of their circumstances.

*At CTI, we believe these values provide a strong foundation for fulfilling our mission which is to provide support and guidance to our clients while connecting them to their community's resources.*

By signing below, I express my understanding and intent to commit to these core values.

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Signature

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Date

