



# WASHINGTON COUNTY YOUTH BUREAU/ ALTERNATIVE SENTENCING AGENCY

County Municipal Center  
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Fort Edward, New York 12828

**Michael J. Gray**  
*Director*

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## CONFIDENTIALITY OF INFORMATION POLICY

Washington County Youth Bureau & Adirondack Community College  
Mentoring Internship Program

**All individuals performing work as a MENTOR are required to read and sign the following Confidentiality Policy. A signature will indicate that the individual has a full understanding of this policy.**

All information, obtained and/or recorded while a Building Bridges Mentor, pertaining to any mentoring match is considered to be privileged and confidential. Under no circumstances is this information to be revealed to anyone outside your mentoring experience without the Mentoring Coordinator's specific written authorization to disclose.

Mentors are entitled to have only the information necessary for the performance of their job. Any information gained by overhearing the conversation of others or by seeing a mentee (youth) in public, is bound by the same confidentiality.

Any Mentor found to have violated any confidentiality regulations will be referred to the Mentoring Coordinator for discipline and possible expulsion from the Internship Program.

By signing this policy, the Mentor acknowledges that he/she has reviewed the above policy concerning confidentiality of information, and that he/she understands the policy, and that he/she hereby agrees to abide by and be subject to the same.

\_\_\_\_\_  
Mentor's Name (Print)

\_\_\_\_\_  
Witness Name (Print)

\_\_\_\_\_  
Mentor's Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentoring Coordinator Signature/Date