

MFT Program Policy on Security, Privacy, and Confidential Material

Policy Availability

This policy is available to the public via the link to [Program Handbook and Policies](#) on the [MFT website](#).

Policies and Procedures for MFTs, PPSs, TTS, and CAs (Public) 637.0TD.0064Tc(th)5.9(e)JJ/TT41850T

which establish safeguards concerning therapists' and clients' clinical activities, case records, and any additional forms of information created while affiliated with the clinic. Therapists must abide by the Code and Georgia statutes at all times.

The following procedures are followed to assure client confidentiality at FamilyWorks:

All clients must be informed of the confidentiality policies (including limits to confidentiality) at the beginning of the first session.

A *Therapy Agreement & Informed Consent*, the form that outlines confidentiality policies must be signed before therapy can begin. Once signed and dated, the form is to be retained in each client file.

In the absence of a release of information, no client information of any bathrooms, or the breezeway. Intake sheets, client files, assessment instruments, and other materials pertaining to the client must be kept in the clinic and locked in file cabinets when not in use. The individual therapist and the clinic can

be held legally liable if confidentiality is breached as a consequence of files being taken from the clinic.

Client files out into general FamilyWorks

Video taping system (Endura)

FamilyWorks utilizes Endura, a [HIPAA Privacy](#) and [HIPAA Security](#) compliant recording system that does not require the use or storage of videotapes, DVD's, CDs, or flash drives. Endura continuously records, 24/7/365, all therapy and observation rooms, saves the recorded material for 90 days, then deletes the oldest material, rotating it off to make room for more recent recordings. Thus, students and faculty can watch recorded material for up to 3 months.

- a. The Endura video recording system requires no training or skill to operate. It runs continuously, needing only increase or decrease of volume. Students are unable to download Endura sessions. Downloads can be arranged with faculty/supervisor permission and oversight.

This policy addresses Standard III: Infrastructure and Environmental Supports, KE III-B: Technological Resources. Updated Spring 2019. Scheduled for review as necessary, no later than Spring 2021.

- b. Videotaped sessions are the property of the MFT Program.
- c. Videotaped sessions may never be removed from the clinic or used outside the clinic without the consent of the relevant client. Clients must give written permission for videotaped material to be used for scholarly purposes (research, conference presentation, etc.) outside of the clinic.
- d. All faculty office computers and computers in the Graduate Assistant office and the student workroom can access all therapy rooms and the two main observation rooms, enabling them to watch live therapy and supervision conversations in real time.
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