



Coach's Commitment to Privacy

It is of the utmost importance that parties can trust the coach with sensitive information. The Conflict Resolution Coaching Program is committed to ensuring privacy for all parties and makes the following commitments:

1. The coach will discuss exceptions to privacy in advance of providing services.
2. Any verbal communication (not outlined under the exceptions above) discussed with the coach will be kept private by the coach.
3. The coach will disclose as soon as possible when the coach becomes aware of a possible exception to privacy.
4. In the event that an exception to privacy is triggered, the coach will only share the relevant and required information and only with the referral offices. The coach will continue to maintain privacy regarding all non-required and non-relevant information.
5. To the extent possible, the coach will share with the partner when they are mandated to share information with the referral office and work with the partner to develop language that is comfortable with the partner and satisfies the requirements of the coach.
6. To the extent possible, the coach commits to only putting communications in writing that were agreed to by the partner or with the partner's permission (written communication is not considered private communication).
7. The coach is committed to having ongoing dialogues and addressing questions and concerns with current, former, or potential partners.
8. The coach will be proactive about discussing privacy with partners to address any questions or concerns as early as possible.
9. The coach will ensure that privacy is a topic for conversation when 2 or more partners are using the program's services and encourage that parties respect each other's privacy.
10. As soon as it becomes apparent that a completely confidential process is needed for the partner, a referral will be made to the appropriate office.