



**St. Mary's  
Services**

*Maternity counseling and adoption agency*

## **Confidentiality Policy**

For all families served by St. Mary's Services for any length of time, it is expected that all information shared with St. Mary's Services will remain confidential unless a request for release of that information is requested and approved by the originating party.

It is also expected that information that is exclusive to St. Mary's Services and is shared with any family receiving services will also remain confidential. Information that is exclusive to St. Mary's Services includes, but is not limited to: All data and business-related information regarding the agency and identifying and non-identifying information regarding all clients served through St. Mary's Services. Confidential information will also include any information, which has been disclosed by a third party to St. Mary's Services. Confidential information does NOT include information that is generally known in the industry of St. Mary's Services or becomes available to the general public as a result of a wrongful act NOT committed by a family being served.

All families will be asked to sign St. Mary's Services' confidentiality form. By signing the confidentiality form, families agree not to use any confidential information for any purpose that may directly or indirectly be harmful to St. Mary's Services or any of its affiliates.