



New York State Employee Assistance Program

Confidentiality Policy

NYS EAP coordinators must keep all information **confidential** unless they have written permission from the client to disclose information.

There are **three exceptions** to the confidentiality requirement:

- The information is required to be disclosed by law, Executive Order, or agency work rule;
- There is reasonable belief a client's conduct places the client, or another person, in *imminent threat* of bodily harm. Imminent threat is present if there is an *immediate* threat of *physical harm*.
- There is reasonable belief to suspect that **child abuse** has recently been or will be committed. This includes physical, emotional, and psychological abuse and neglect.

Please discuss any question you may have about this confidentiality policy with the EAP coordinator.

Revised 5/2011