

Houston Area Council on Human Trafficking

Confidentiality Policy

To ensure effective and efficient services and advocate for potential victims of trafficking through the Houston Area Council on Human Trafficking (HAC-HT) it is essential that members feel secure to discuss new ideas, case studies, issues pertaining to clients, social service provisions and investigative tactics. Therefore, all HAC-HT members and invited guests must agree to the following confidentiality terms.

Meetings

- i. All discussions held by HAC-HT shall remain confidential when indicated by the Chair during a meeting.
- ii. Names or identifying information of clients or cases discussed at any meeting shall remain confidential between members.
- iii. This confidentiality extends to any speakers, trainers, or guests present at any HAC-HT meetings.
- iv. You may not distribute this information to non HAC-HT members. If you wish to provide the meeting location or agenda to guests, please e-mail the HAC-HT Chair for approval by the Executive Committee one week prior to the meeting.
- v. Confidentiality survives after your term ends or is terminated.

E-Mails

- i. All e-mail messages and attachments sent through the HAC-HT listserv are intended solely for HAC-HT members.
- ii. To forward meeting invitation information to guests, the guest must first be approved by the Executive Committee.
- iii. Members may only forward e-mails and attachments to non-HAC-HT members if the e-mails are clearly marked with a statement such as, "Please forward outside HAC-HT."

Conference Calls

- i. All HAC-HT member conference calls are confidential, and all discussions shall remain confidential between members.

Texas Public Information Act

- i. As a City of Houston task force, all HAC-HT related materials are subject to Texas Public Information Act requests, except in cases of exemptions and exclusions. All materials requested through this process will be made available.

Please print and sign your name to indicate your acceptance to the above terms.

Printed Name, Agency Affiliation

Signature of Member, Date

Last Updated: November 6, 2018