

ON OUR WAY HOME, INC. PRIVACY POLICY

Staff and Volunteer expectations:

Thank you for offering your time, talent, and treasure!

The love of community surrounding all of us truly, but especially those in early recovery is so important! Our residents may be coming from a place of brokenness, insecurity, and guilt. We hope that our volunteers and staff are instrumental in showing they are worthy of love.

For the children in our homes, there are a couple simple things that adults can do to promote safe, stable, and nurturing relationships and environments for all children. Never underestimate the power of your caring relationship with children. One of the most important factors in the life of a child is having an adult who cares for them and treats them with respect—who will listen to them if they have an adverse experience to share. Volunteer, be a mentor, or otherwise get involved in the life of a child as a safe adult through healthy and appropriate interactions. Model the patience, kindness, and many other qualities that we hope our children will expect from all adults in their lives, and that they will later exemplify in their own journeys to adulthood.

We operate recovery housing in a Landlord/Tenant relationship but have close relationships with mental health providers such as Child Focus and Greater Cincinnati Behavioral Health Services and with the Clermont County Mental Health and Addiction Recovery Board, ChildFocus and other community providers. Successful long-term sobriety that comes from recovery housing relies on the ability to live among peers offering mutual daily support. Much personal, medical, and emotional data may be shared between residents or with staff and volunteers in this trusting environment. The expectation is that this information should **always** be considered “private” unless the peer explicitly invites or directs you otherwise. Residents must rely upon staff, volunteers, and each other to maintain this trusting environment.

What information is appropriate to collect: Only what is appropriate as Landlord/Tenant and is listed on the resident application. Residents should not feel compelled to share anything personal with OOWH staff or volunteers.

What information may you share with persons known to you as appropriate to receive the information. If you do not know, do not share.

1. Resident current location and/or time expected to return as noted on the daily dry erase sign in/sign-out board. If resident prefers not to have everyone in the house know the exact location where resident is when you leave the house (ie: a court date, meeting with probation officer), they may simply write: “appointment” but this information **must** be on the resident weekly plan which has been shared with their recovery coach and readily retrievable from the locked cabinetry in the office for emergency situations.
2. Location of resident children – only with known secure entities.
3. Medical information – only with known secure entities.

Under what circumstances you will share this information

1. Emergency situations

Social Media

Be aware about posting and sharing information, including photos on either our website and facebook page, or any other social media. You may do so only with the resident's signed waiver for permission.

Storing resident privacy information

Resident applications and ongoing file contain personal information. Paper records of these will always be stored in our locked cabinet in the office. Any digital or electronic data will be stored on a password protected computer file.

Resident (and visitor) expectations: The right to be always treated with courtesy and respect, and with consideration for my autonomy, privacy, and dignity as a chosen child of God.

What information you may share with others known to you as appropriate to receive the information. If you do not know, do not share.

1. Current location and/or time expected to return as noted on the daily dry erase sign in/sign-out board. If you prefer not to have everyone in the house know the exact location where you or your children are when you are leaving the house, you may simply write: "appointment". However, this information must be on your weekly plan which is shared with your coach and readily retrievable from the locked cabinet in the office for emergency situations.
2. Location of your children.

What information residents might encounter about others

Successful long-term sobriety that comes from recovery housing relies on the ability to live among peers offering mutual daily support. Much personal, medical, and emotional data may be shared between your housemates in this trusting environment. The expectation is that this information should always be considered "private" unless the peer explicitly invites or directs you otherwise. Residents rely upon each other to maintain this trust.

Social Media

Be aware about posting and sharing information, including photos...again, only with resident permission.