

PEOPLE’S PLACE

Confidentiality Policy

Approved By: Board of Directors
Review/Revision Date:08/01/2009

I. PURPOSE

The purpose of this policy is to ensure that the confidentiality of client and agency information is securely maintained.

II. POLICY STATEMENT

It is the policy of People’s Place that access to all confidential information is restricted to authorized representatives or when required by law and in accordance with program policy.

III. APPLICATION

This policy applies to all People’s Place staff, volunteers, interns and vendors.

IV. DEFINITIONS

Confidential information – information of a legal, proprietary, sensitive, private or personal nature.

V. STANDARDS

- A. Client and agency information should be disclosed only to authorized representatives or when required by law and may require prior approval from the client, client guardian, and/or administration.
- B. All client and agency confidential information, written or electronic, must be fully secured at all times.
- C. Only authorized employees and authorized representatives from funding sources will have access to client or agency information. In some cases information may be removed or hidden before access is approved. This policy applies to information regarding active and inactive clients.
- D. Former employees will continue to maintain confidentiality after leaving agency employment.

VI. PROCEDURES

Individual Responsible

Action

Employee/Vendor

- 1. All new employees/vendor will sign a statement of confidentiality upon hire.
- 2. Properly secures all confidential information during and after use.
- 3. Consults with supervisor with any questions regarding confidentiality procedures.

Administration

- 1. Assumes responsibility for management, storage and disposal of all agency records.

VII. ATTACHMENTS

- A. Confidentiality Statement