

TITLE: CONFIDENTIALITY OF INFORMATION	POLICY #: 8
Department: Administration	Effective Date: 06/25/01
	Applicable Standards: 1C-17
Revisions: 7-30-03; 10-30-03; 2-14-07; 12-28-07; 12-31-12; 12-9-13	

Policy: Confidential information will not be shared, used or discussed by employees, volunteers, contract employees, and consultants unless necessary to perform duties.

Definitions: N/A

Procedures:

1. Confidential Information

Confidential information includes, but is not limited to, information relating to:

- residents, families and family members such as financial information, medical and mental health information/records, social history/background information, educational information/records and other information kept in the resident's medical, financial or educational records and the resident's permanent file.
- employees, volunteers and contract staff such as salaries, disciplinary actions, personal and business references, background check results, evaluations and other information kept in personnel files.
- McCrossan Boys Ranch such as financial and statistical records, strategic plans, internal reports, contracts and other information about the Ranch

2. Orientation/Training

All consultants and contract employees who work with residents or have access to confidential agency information through the scope of their duties and all employees and volunteers will be informed in writing about the agency's policies on the security and confidentiality of information and agree in writing to abide by them.

3. Release of Information

For release of information regarding residents and personnel, refer to policies about resident records and personnel records. For release of other confidential information, refer to the office or department that maintains that information. The staff who work in the office or department responsible for that information will determine the validity of the request and determine whether a signed request for the information is required. If staff are uncertain, they will ask for the approval of the Executive Director or designee before releasing the information.

4. Employees, volunteers, contract employees, and consultants must protect confidential information to which they have authorized access or gain inadvertent access. Access in itself does not constitute a privilege to disclose information.

5. Conversations involving confidential information must remain agency business and not become gossip. Care should be taken not to discuss any matter of a confidential nature.

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6. An employee, volunteer, contract employee, or consultant's unauthorized release of such information may result in disciplinary action, up to and including, termination.