



Federation of Families, Miami-Dade Chapter

## **Confidentiality Policy**

Employees, volunteers and board members of the Federation of Families, Miami-Dade Chapter Inc, (FOF), are bound by ethical and legal codes to protect the confidentiality and privacy of the persons we serve and to protect and maintain the confidentiality of all information learned about them, their family members and acquaintances in the course of providing services to them.

It is the policy of FOF that all information regarding participants including verbal conversations, reports, forms, correspondence and computer electronically generated communications are to remain confidential. Participant identity and specific information, whether stored in hard copy format or electronically, are considered confidential and may only be given/received/shared with authorized persons with the express, written, informed consent of the parent/legal guardian and or participant and may not be removed from the Youth & Family Center premises, except as deemed necessary by job responsibilities.

Confidential communications include with, about or involving in any way any participant of FOF. Minors are entitled to confidentiality also, and only the guardian of the minor can waive confidentiality. Access to documentation shall be limited to an “as needed/need to know” basis.

It is unethical to discuss participants with family and friends, unless you are court ordered or otherwise required by law. If someone insists on obtaining information and the participant has not authorized it, please report it immediately to the Executive Director of FOF.

Any exchange of confidential information regarding a participant via the internet must be sent in a password protected message or encrypted email.

Participant identity and specific information may only be discussed with or released to the individuals/agencies that are listed on the signed AUTHORIZATION FOR RELEASE OF INFORMATION form.

All participants of FOF programs are provided with a Privacy Notice which delineates their rights, choices and the ways in which their Personal History Information may be shared.

### **Participant’s Confidentiality will be broken only under certain conditions:**

1. When the participant is a threat to self or others. Under Florida law, if you have a reason to suspect a child or adult is being sexually, physically or psychologically abused or



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neglected, you are requested to report the situation to Adult or Child Protective Services. Any person or institution that has cause to suspect that any juvenile or adult is abused, neglected or dependent or has died as the result of maltreatment shall report the case of that juvenile/adult immediately to the Florida Abuse Hotline at 1-800-962-2873. The person reporting should also provide his/her name, telephone number and address. Refusal of the person reporting to give their name and contact information does not preclude the Department of Children & Families to investigate the alleged abuse, neglect, dependency or death as a result of maltreatment.

2. If participant files are subpoenaed.

### **Storage of Records**

FOF and its employees have an ethical and legal obligation to respect the privacy of participants and to protect and avoid unauthorized release of personal & confidential information obtained while involved in FOF programming. Participant records are legally protected confidential records and shall be treated as such. This means that participant records maintained by FOF must be kept at the Youth & Family Center in a locked storage cabinet except when being reviewed and updated. All computer data regarding participant information will be saved in a password protected file in a password protected computer.

FOF agrees to notify the contract manager of its funder as soon as possible and no later than 5 business days following the determination of any breach or potential breach of personal and confidential FOF, DCF, Funder or Management Entity data. FOF requires the same notification requirements of all subcontractors.

FOF agrees to notify affected parties as soon as possible and no later than 45 days following the determination of any potential breach of personal or confidential data provided. FOF requires the same notification requirements of all subcontractors.

**Employees not following policy and procedure could lead to termination.**

HR Policy  
Drafted: September 2013  
Approved by Board of Directors: 2013  
Revised: March 5, 2015