

Real Women Moving Forward

Confidentiality Statement

General: All information obtained by RWMF, about its clients, their families or affiliates shall be kept confidential. All information regarding RWMF financial data and other proprietary material is confidential, and must not to be shared with any person who does not have a need to know. Confidential matters are not to be discussed with other employees, officers, board members, or volunteers, unless they have a direct need to know, and certainly these matters must be discussed outside of RWMF. Employees, officers, board members, and volunteers are also cautioned not to discuss these matters in a common area within clients, their families or affiliates hearing range. **Violation of the confidentiality needed to protect the rights of our clients, their families or affiliates, employees, and the organization will be subject to strong disciplinary sanctions, including possible dismissal or legal action.**

Employee Personal (RWMF, Community and Non Profit Contracting Agencies): Only personnel required to have access to records in order to meet job / volunteer responsibilities shall have to identifiable client, family or affiliates information. Only information that is necessary for them to know in order to carry out their responsibilities shall be shared. Each employee, officer, board member, and volunteer shall receive a copy of this policy at the time of his/ her employment. All contracted staff shall receive a copy and will sign this policy and conformance with it shall be a part of any negotiated contract.

Medical Records: All medical records of Clients, their families or affiliates shall be kept in the Medical Records Filing Secured Area, which shall be locked when unoccupied, or in locked supervised storage areas. Only clients, their families or affiliates, staff officers, and selected volunteers shall have access to Medical Records and then only on an as needed basis. All materials to be added to the Medical Records shall be completed by the client, their families or affiliates only shall be kept in the Medical Records Secure Filing Area; also they shall be inserted in the proper file as quickly as possible.

Volunteers: Only volunteers required to have access to the records in order to meet their volunteer responsibilities shall have access to Medical Records upon approval of the Director or Assistant Director and only if their duties shall be shared with them. These volunteers shall have received and signed this form before assuming their duties.

Use of Client/ Family Information for Education, Public Information or Research Purpose: Generally, only aggregate information shall be used for these purposes. If individual case examples are required, all identifying information must be removed so that it is impossible to identify the client, their families or affiliates, and written release must be obtained.

All information protected for clients, their families or affiliates of RWMF are also protected for employees, officers, and board members: Only personnel required to have access to records in order to meet job responsibilities shall have access to any other employee's, clients, officers, board members, or volunteers records. Questions regarding disclosure shall be referred to the Director of RWMF.

I have read and do by understand the Confidentiality Statement. I agree to abide this Statement and understand that violation will result in disciplinary action.

Signature

Date