



Confidentiality Policy and Procedures

1. Purpose

- The purpose of this confidentiality policy is to establish procedures for the protection of individual information, including personal and medical data, to ensure compliance with confidentiality laws and standards, such as the Health Insurance Portability and Accountability Act (HIPAA).

2. Scope

- This policy applies to all employees, contracted personnel, participants, relief/respite providers, volunteers, and student workers who have access to personal and medical information in any form, including documentation, video, audio, or other computer-stored information.

3. Confidential Information

- Confidential information refers to any data related to an individual, including but not limited to, personal identifiers, medical history, treatment plans, and any other information that is not publicly available. This information must be always safeguarded.

4. Consent for Disclosure

- Information shall not be disclosed without the explicit consent of the individual or the individual's guardian. Consent forms must be obtained, and the purpose of disclosure must be clearly communicated to the individual.

5. Safeguarding Procedures

- All personal and medical information, including documentation, video, audio, or computer-stored information, must be stored securely to prevent unauthorized access or disclosure.
- Access to confidential information is restricted to authorized personnel only. Employees must use unique login credentials, and access logs must be regularly reviewed.

6. Annual Review

- Confidentiality and HIPAA policies and procedures will be reviewed annually to ensure their relevance and effectiveness.
- All employees, including contracted, relief/respite providers, volunteers, and student workers, are required to sign and date the annual review documentation, indicating their understanding and commitment to maintaining confidentiality.

7. Training

- All personnel with access to confidential information will undergo regular training on confidentiality policies and procedures. Training sessions will cover the importance of confidentiality, HIPAA regulations, and the consequences of unauthorized disclosure.



Confidentiality Policy and Procedures Continued...

8. Reporting Unauthorized Disclosures:

- Any unauthorized disclosure of confidential information must be reported immediately to the designated privacy officer or supervisor. Investigations will be conducted, and appropriate corrective actions will be taken.

9. Disciplinary Measures

- Violations of confidentiality policies may result in disciplinary action, including but not limited to verbal or written warnings, suspension, or termination of employment or contractual agreements

10. Documentation Retention and Disposal

- Confidential information will be retained only for the duration necessary for its intended purpose. Proper disposal methods, such as shredding or secure deletion, will be employed to ensure information is not accessible once it is no longer needed.

11. Review of Third-Party Agreements

- Any third-party agreements involving the sharing of confidential information will be carefully reviewed to ensure compliance with confidentiality and HIPAA standards.

12. Updates and Amendments

- This confidentiality policy may be updated or amended as needed. Any changes will be communicated to all relevant personnel, and updated training will be provided.

This confidentiality policy is designed to create a framework that promotes the responsible handling and protection of confidential information. All personnel are expected to adhere to these procedures to maintain the trust and privacy of the individuals we serve.