

CONFIDENTIALITY OF AGENCY AND CLIENT INFORMATION

Effective Date: **October 1, 2017**

SCHRA has information that should not be discussed with anyone outside the Agency, except when required in the normal course of business. Information concerning service recipients or the activities or operations of the Agency must be treated as confidential and on a need-to-know basis.

1. All information pertaining to SCHRA clients is confidential and must not be discussed with or divulged to anyone outside the Agency without a written release of information. Inside the Agency client information is shared on a "need to know" basis. Even the presence of a particular client should not be acknowledged to others without proper authorization.
2. Confidential information is to be used only in connection with the legitimate functions of an employee's job duties. The release of confidential information will occur only with a proper written release of information authorization.
3. If an employee leaves, the employee must surrender all information-bearing items in his/her possession, whether or not containing confidential information, including but not limited to, storage media, notebooks, reports, other information from a third party or anything containing SCHRA confidential information.
4. If an employee is contacted about confidential information, the employee should direct the inquiring party to Program Director, Human Resources Director, or Executive Director. Client files should not be removed from the designated offices of SCHRA. Accessing electronic client data files must occur through secure data connections. Electronic client files are not to be downloaded onto personal computers that are not sanctioned and secured by the Agency.
5. Violation of confidentiality results in disciplinary action up to and including termination of employment.

I hereby acknowledge review, receipt and understanding of the SCHRA Confidentiality of Agency and Client Information Policy, above.

Employee Signature

Date