

**CONFIDENTIAL CLIENT INFORMATION****SECTION 5.04****Effective Date: October 15, 2015****Approved By: Governing Board** 

The Governing Board acknowledges both a legal and ethical responsibility to protect the privacy of clients and employees. Consequently, the indiscriminate or unauthorized review, use or disclosure of protected information, personal or otherwise, regarding any former or current consumer is expressly prohibited.

Staff will protect the consumer's right to privacy by keeping in confidence all information obtained in the course of screening, assessment, case management/care coordination, billing or qualified improvement process.

All staff shall respect the privacy of consumers and hold in confidence all information obtained in the course of business. Violation of this policy constitutes grounds for severe disciplinary action, including termination.

The Governing Board recognizes that all current and future funding sources have, in place, regulations addressing clients' rights to receive confidential treatment/services. The Board embraces this concept and has addressed the issue of staff violations of client confidentiality via the employee conduct and discipline policy.

However, the Board desires to expand on and clarify this topic by establishing broad parameters pertinent to the staff treatment of client information both in the context of inter/intra agency sharing of information obtained from agency clients and in the context of sharing information obtained from agency clients with private individuals.