

CONFIDENTIAL INFORMATION

Policy Number

5007.007

Policy Category

Human Resources

Target Audience

All Care Resource Employees

Overview

Care Resource has standard procedures related to protecting against the unauthorized disclosure of confidential information, including but not limited to information about programs, clients, employees, Finance, HR, Marketing, and Development, in accordance with all federal, state, and local regulations.

Purpose

The purpose of this policy is to outline the processes and protocols related to ensuring that all confidential information is protected.

Policy

It is the responsibility of all employees to protect against the unauthorized disclosure of Care Resource's confidential information. This includes and is not limited to Care Resource's information about programs, clients, employees, Finance, HR, and Marketing and Development. The health center will comply with all federal, state, and local regulations regarding the security of confidential personal information.

All employees during their employment will receive personal, privileged and/or confidential information. That information may pertain to clients/patients, other employees, the health center's operations, or other organizations with whom we do business. Employees are obligated to ensure that this information remains confidential and is not disclosed. Information should be handled on a "need-to-know" basis only. This is true regardless of whether employees are actively employed, on leave or employment with the health center ends (for any reason). Employees who disclose such sensitive information will be disciplined, up to and including immediate termination.

Upon onboarding, employees will be required to sign a confidentiality agreement (see Policy 5007.002).

In addition, Care Resource will comply with provisions defined in the Florida Statutes 501. 171, including providing notifications of security breaches to the Department of Legal Affairs (DLA).

In case of inquiries regarding confidentiality breaches made from outside the health center, particularly from the press, employees should not answer, but direct all such questions to the immediate supervisor and the Human Resources Department.

All information considered confidential should be kept secured at all times. Information should be properly stored within offices, chart rooms and health center computer servers. Computer passwords and locks should be implemented as necessary.

If employment with Care Resource terminates, for any reason, employees must promptly return to the health center all confidential documents, equipment, and other materials in their possession. Employees are not permitted to retain copies of any such documents or materials.

Care Resource reserves its right to pursue any legal resources at hand against any employee(s) or former employee(s) due to their breach of confidentiality that may jeopardize or damage health center's operations, funding, property, or reputation.

Enforcement
This policy is enforced by Management and Human Resources.

Approved by:
 • Print and Sign Name Rick Siclari, MBA - CEO 

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