

CONFIDENTIALITY AGREEMENT

Policy Number

5007.002

Policy Category

Human Resources

Target Audience

All Care Resource Employees, Board Members and Volunteers

Overview

Care Resource has standard procedures to ensure confidentiality for all employees, clients, and patients.

Purpose

The purpose of this policy is to outline guidance related to client, patient confidentiality, as well as protected employees information

Policy

Care Resource understands, acknowledges, and respects the issue of confidentiality of private information. The health center will comply with Florida Statutes, administrative rules, and Department of Health policies, protocols, and procedures pertaining to confidentiality as contained in the Florida Department of Health Information Security Policy.

All persons with an assigned health center responsibility that potentially gives them access to clients/patients and other confidential information must sign a statement of understanding that confirms the person understands the requirements of confidentiality as well as the penalties for failure to comply with such requirements.

The Memorandum of Understanding-Confidentiality of Information Form must be signed by any Board Member, Employees, Volunteer or Consultant before any work that provides access to client or other health center confidential information that is done on behalf of the health center.

The signed Memorandum of Understanding-Confidentiality of Information must be placed in the individual's Human Resources/Volunteer or Board record.

All persons with an assigned health center responsibility that potentially gives them access to client information will receive an initial security awareness training prior to providing services to clients or within 30 days of the employment start date, whichever is earliest.

Enforcement

This policy is enforced by Management and Human Resources.

Approved by:

- Print and Sign Name Rick Siclari, MBA - CEO



Effective Date

- 7/1/1998

Revised Date

- 6/14/2023

Reviewed Date

- 6/14/2023

Distribution Date

- 6/27/2023