

Security and Confidentiality

Purpose

To establish guidelines regarding security of Catholic Community Service premises and information.

Policy

Security -- It is the policy of Catholic Community Service to maintain strict control over entrance to the premises, access to work locations and records, computer information, cash or other items of monetary value. Employees who are assigned keys, given special access, or assigned job responsibilities in connection with the safety, security, or confidentiality of such records, material, equipment, or items of monetary or business value will be required to use sound judgment and discretion in carrying out their duties, and will be held accountable for any wrongdoing or acts of indiscretion.

Confidential Information -- Information about Catholic Community Service, its clients, suppliers, or employees shall not be divulged to anyone other than persons who have a right to know, or are authorized to receive such information.

When in doubt as to whether certain information is or is not confidential, prudence dictates that no disclosure be provided without first clearly establishing that such disclosure has been authorized by appropriate supervisory or management personnel. This basic policy of caution and discretion in handling of confidential information extends to both external and internal disclosure.

Confidentiality shall be maintained unless:

- A release of information form is signed by the person for whom confidential information is requested;
- The release of information is required to protect the life or safety of a person;
- Release of information is required to meet mandatory reporting requirements; or
- A court order or subpoena is served.

For further information regarding the release of client information see the Clients Rights: Confidentiality and Privacy Protections Policy.

Confidential information obtained as a result of employment with Catholic Community Service is not to be used by an employee for the purpose of furthering any private

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interest, or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties, both for the individuals involved and for Catholic Community Service.

Scope

This policy applies to all Catholic Community Service employees.