



SAFEGUARDING CONFIDENTIAL INFORMATION POLICY

PURPOSE

To specify the methods for safeguarding confidential financial and personal information maintained in the Early Learning Coalition of Pasco and Hernando Counties, Inc. (Coalition) records, reports and systems that, if not protected in accordance with policy, can increase the magnitude of harm resulting from loss, misuse, unauthorized access or modification.

POLICY STATEMENT

As the custodian of sensitive and private information, the Coalition recognizes the importance of protecting information resources from loss, misuse, unauthorized access or modification. All material whether consumer, employee or administrative in nature containing confidential information including, but not limited to name, birth date, address, telephone number, social security number, personal photograph and/or tax payer identification number is to be safeguarded. In addition, as stated in the Grant Agreement with Agency for Workforce Innovation, the Coalition will abide by privacy measures of the Health Insurance Portability and Accountability Act (HIPPA) if applicable.

DEFINITIONS

Confidentiality: the assurance that access to information regarding a client shall be strictly controlled and any violation of such control shall be considered a breach of faith. The information shall not be used for purposes that were not intended by the individual when the information was provided.

All information provided by a client to any staff member or volunteer shall be covered by this policy, including but not limited to: communications, observations and information provided by or about adult and child clients, staff, volunteers, interns and board members.

ROLES AND RESPONSIBILITIES

The Executive Director is responsible for ensuring all employees are informed of and comply with the confidentiality of Coalition computerized records and hardcopy documents and correspondence.

1st Reading: 4/17/08

Approved: 5/15/08