

PATHWAYS ABILITIES SOCIETY

PROCEDURE: CONFIDENTIALITY AND RELEASE OF PERSONAL INFORMATION

Applies to: All Personnel and Volunteers

Effective/Revision Date:

1993
October 28, 2002
April 28, 2003
March 28, 2006
May 14, 2007
September 12, 2011
November 23, 2012
February 26, 2018

1. The executive director or designate provides new referrals and/or their designate with a Community Support and Consent form to read and sign prior to completing the Pathways Abilities Society application form.
2. The Community Support and Consent form is read and signed annually.
3. The executive director provides new employees and volunteers with a Confidentiality Statement and Use of Confidential Material Off Site Agreement Statement form to read and sign upon hire.
4. Employee's electronically sign the Confidentiality Statement and Use of Confidential Material Off Site Agreement Statement annually thereafter in January at their evaluation. The original document is kept in their employee file.
5. Volunteers sign the Confidentiality Statement and Use of Confidential Material Off Site Agreement Statement annually thereafter in March.

Requests for Information

1. When confidential information is requested from employees/volunteers they will state they are not authorized to release any information concerning an individual or the affairs of the society and refer the person requesting the information to the executive director or designate.
2. Information requests from newspapers and other public news organizations are referred as stated in the Media policy.
3. The executive director or designate ensures that prior to releasing confidential individual information that the person or their designate has signed the Consent for Release form allowing for the release of the requested information.
4. Information about individuals may be released on a strictly need-to-know basis to family members who inquire when the person is not able to properly inform the family and such action is in the best interest of the person.

Taking Confidential Information Off Site

1. Employees who need to take confidential information off site are required to adhere to the Confidentiality and the Borrowing Equipment, Material and Vehicles policies and complete the Borrowing Equipment/ Materials Terms form.
2. Employees must return confidential information to their secured location which is confirmed by their immediate supervisor.

Employment References

1. Pathways will not release personal information on any employee to any person without prior written approval from the employee unless required by the operation of the business.
2. An employee/volunteer wanting to use Pathways as a reference, must have their supervisor(s) complete the Pathways Abilities Society Employment Reference form and sign confirming they agree with the employment reference summary.
3. The supervisor gives the completed form to the executive director.
4. The employee/volunteer instructs the person requiring the reference to contact the executive director. The information provided on the form is the only information that will be released.
5. When a request for the release of information is received, and where the employee/volunteer has not authorized the employer to release the information, Pathways will respond to the inquirer with a statement that it is not the organizations' policy to give out information without the employee/volunteer's prior approval.

Violation of Policy

1. Employees or volunteers perceiving or witnessing a violation of the Confidentiality and Release of Information policy will utilize the Conflict Resolution policy and procedures.