



## **Confidentiality Statement The Barnabas Center, Inc. Staff/Volunteers**

### **POLICY**

It is the policy of The Barnabas Center, Inc. that any confidential information (verbal, written, computer file or the enterprise computer network) is considered privileged and strictly confidential. All confidential information should be maintained in a manner which ensures its privacy and safety. Confidential and/or client information should not be discussed in open areas.

The Barnabas Center, Inc. safeguards the security and confidentiality of employee records. Employees who disclose information observed or heard without proper authorization will be subject to disciplinary action up to and including dismissal from The Barnabas Center, Inc. employment. The observance of confidentiality also applies to the disclosure of information regarded as confidential within a department.

### **INFORMATION**

For purposes of this policy, confidential information is defined as, but not limited to, client records, financial records, human resources/payroll records, and legal documents. Records, documents and data include, but are not limited to, oral, printed, and/or electronic. Any communication or reception of knowledge, such as facts, data or opinions, including numerical, graphic or narrative forms, whether oral or maintained in any medium, including computerized database, paper, should be protected because of its sensitivity. The release of this information may have negative financial, competitive, productivity loss, legal or other non-beneficial impacts on The Barnabas Center, Inc.

### **PROCEDURES**

Authorized individuals (including, but not limited to, all employees and non-employees) have access to confidential information for the purposes of employee matters and/or specific job related duties. Authorized individuals who may have access to confidential information include, but are not limited to, new hires, current staff and principals, and volunteers. Individuals must obtain prior approval by the appropriate department directors or designee and/or committee prior to the release of any information deemed confidential.

Confidential information should not be accessed by, or discussed with, anyone except authorized individuals with a need to know. All requests for information about the client should be forwarded to the authorized individual.

Access controls should be in place (logon IDs and passwords) to protect confidential computer information as defined by Information Technology Division.

Employees, or other agents who as either information providers or information users intentionally and without proper authorization (1) access or disclose confidential The Barnabas Center, Inc. information or (2) modify or destroy The Barnabas Center, Inc. information are in direct violation of The Barnabas Center, Inc. policy. Such violations may lead to disciplinary actions up to and including dismissal from The Barnabas Center, Inc. Under certain circumstances, such violations may give rise to civil and/or criminal liability.

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Signature

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Date