



**Community Action Partnership of Mid-Nebraska**

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## **Confidentiality Agreement**

*Confidentiality of client information is a fundamental individual right upheld by Community Action Partnership of Mid-Nebraska Programs. All Board Members and staff are expected to protect client confidentiality, privacy and security.*

Board Members and Staff may have access to confidential information including, but not limited to:

- Client's personal information
- Identifying client demographic information such as name, address, phone etc.
- Information about program staff

### **Privacy, Confidentiality, and Security definitions:**

- **Privacy** refers to the right of individuals to keep information about them from being disclosed to anyone.
- **Confidentiality** means we have an obligation to prevent others from accessing information about families without their permission.
- **Security** means we control access to paper or computer files, which contain private information.

The premise for client information confidentiality, privacy and confidentiality is based on two beliefs:

1. Individuals have a fundamental right to control the disclosure and use of information about themselves.
2. Information about an individual, revealed to some other party not willingly designated by the individual, may be used to harm his or her interests.

Client's confidential and private information may come directly from a client and/or family/caregiver interview, the paper client record or the computerized client record.

In order to protect client confidentiality, privacy and security **Board Members and staff must:**

1. Prevent unauthorized use of any information in files maintained, stored or processed by Community Action Partnership of Mid-Nebraska Programs.
2. Not exhibit, divulge, or share the contents of any record or report except to fulfill a work assignment in accordance with Community Action Partnership of Mid-Nebraska Programs.
3. Report any violation of confidentiality, privacy and security by any staff member, volunteer, student, or interpreter/translator.
4. Understand that the information accessed through all clinical information systems contains sensitive and confidential client, agency and employee information that should only be disclosed to those authorized to receive it.
5. Not divulge or share any information that identifies a client or health care provider.

**Board Members and Staff agree to:**

1. *Respect the privacy and rules* governing the use of any information accessible through the computer system of network and only utilize information necessary for client care and clinical learning assignments.
2. *Prevent unauthorized use* of any information in files maintained, stored or processed by Community Action Partnership of Mid-Nebraska.
3. *Not share*, exhibit or divulge the contents of any record or report except to fulfill a work assignment in accordance with Community Action Partnership of Mid-Nebraska's Programs.
4. *Not knowingly* include or cause to be included in any record or report, a false, inaccurate, or misleading entry.
5. *Not remove any record* (or copy) or report from the Community Action Partnership of Mid-Nebraska where it is kept except in the performance of normal daily duties.
6. *Report a violation* of confidentiality, privacy and security.
7. *Understand* that the information accessed through all clinical information systems agencies contains sensitive and confidential client, agency and employee information that should only be disclosed to those authorized to receive it.
8. *Respect the confidentiality* of any reports printed from any information system containing client/member information and handle, store and dispose of these reports appropriately at the associated clinical agency.
9. *Not divulge any information* that identifies a client/care provider.
10. *Understand* that all access to information concerning the client's information will be monitored.

**I agree to follow all rules and regulations of Community Action Partnership of Mid-Nebraska confidentiality practices.**

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**Signature**

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**Date**