

U CARE, INC.
CONFIDENTIALITY POLICY

The Confidentiality Policy of U Care, Inc. observes the following guidelines:

I. Agencies or individuals whom are either employees, staff or volunteers within this corporation and have access to, or control over client information shall take affirmative measures to keep client information confidential. Release of client information shall be prohibited except under the following conditions:

1. Written authorization for release of such information has been given by the client.
2. Determination by a properly delegated employee and the Chairperson of the Board of Directors deems necessary due to eminent danger to the health or safety of another, or there is likelihood of commission of a crime.
3. Response to a Court Order

II. Definitions

1. CLIENT – Any individual who makes inquires, is examined, interviewed, treated, or has otherwise been served to some extent by an age.
2. CLIENT INFORMATION – Any information recorded or not, relating to a client, which was received in connection with the performance of any function of the agency
3. CLIENT RECORD – Any record made of client information.
4. COURT RECORD – Any oral order from a judge or written documentation by a judicial official which diarists explicitly the release of client information.
5. DELEGATED EMPLOYEE – Anyone designated by the agency head to carry out the responsibilities by the agency.
6. IDENTIFYING INFORMATION – The name, address, social security number, or similar information by which the identity of a client can be determined with reasonable accuracy and speed.

III. Liability

Failure to comply with the provisions of the confidentiality release may constitute a misdemeanor and be punishable by fine or imprisonment. Volunteers who have access to client information shall be liable in the same manner as employees.

IV. Client Access

Confidentiality of information is the privilege of the client. Upon request, the client shall have access to review or obtain copies of information in their records. In order to protect the record, a delegated employee shall be present when the client reviews the record.

V. Security of Client Information

Any and all client records containing identifying information shall be stored in a secured place (locked file cabinet), with controlled access for storage of records. The names of persons who have access shall be listed and attached to the file cabinet.

VI. Assurance of Confidentiality

It is the responsibility of U Care, Inc. to advise and train all employees, volunteers, students, and other individuals with access to client information of the privileged and confidential **nature of such information during and after employment.** U Care, Inc. shall be responsible for the training and implementation of these regulations regarding confidentiality. U Care, Inc. shall also insure that these regulations are observed and that the agency's staff and volunteers remain in compliance with these regulations.

Such individuals shall indicate an understanding of the rules governing client confidentiality by signing a statement of compliance and understanding on an annual basis. This statement shall include:

1. Full and legible signatures of the individuals and their title within the agency.
2. Name of the agency.
3. Agreement to hold information confidential.
4. Acknowledgement of civil penalties for improper disclosure of such information.
5. Date of Signature.