


EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Confidentiality

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Board Chair

POLICY:

Employees and volunteers of East County Fire and Rescue may have access to confidential information including but not limited to personnel records and patient health information during the normal course of work. This information could be in several different forms including; written paper forms, electronic data on computer screens, audio and video recordings, audio and data transmissions over radios and pagers and telephones, faxes, notes, and verbal reports.

Examples of confidential information include but are not limited to personnel information such as social security numbers, home addresses, phone numbers, job applications, performance reviews, and patient information such as names, addresses, telephone numbers, medical conditions, medical histories, medical treatments, prescription drug therapy, sexual behaviors, drug-use behaviors, psychological conditions and treatment, finances, living arrangements, religious beliefs, and social history. For purposes of this policy health information includes "health care information," individually identifiable health information" and "protected health information" as those terms are defined in HIPAA and the Washington State Health Care Information Act.

All personnel of the District shall comply with the following confidentiality requirements.

1. Do not access any of the District's computer systems that currently exist, or may exist in the future, with a password other than our assigned password
2. Do not allow use of your assigned password by other personnel.
3. Notify the appropriate supervisor immediately of any actual breaches of confidentiality or a situation that could potentially result in a breach.
4. After separation from the District all Personnel shall continue to maintain the confidentiality of all confidential information acquired while performing duties with the District.
5. Treat all confidential personnel information received in the course of my duties as confidential and privileged information at all times.

6. Do not divulge, disclose, publish, or otherwise make known to unauthorized persons, or to the public, any confidential personnel information relating to any personnel of the District without the prior approval of the District's records custodian.
7. Do not access personnel information unless there is a specific need to know this information in order to perform duties.
8. Treat all patient health information received, compiled, created or obtained in the course of duties as confidential and privileged information at all times.
9. Do not divulge, disclose, publish, or otherwise make known to unauthorized persons, or to the public, any confidential health information relating to any patient of the District whether created by the District or obtained from other sources except as necessary to perform job duties.
10. Do not access patient information unless there is a specific need to know this information in order to perform duties.
11. Do not take patient health information from the premises of the District in paper or electronic form without first receiving specific permission from the District's Privacy Officer.