

The Special Learning Center

Confidentiality

The Special Learning Center's *Confidentiality* policy establishes standards of conduct for employees, volunteers, directors, and advisors of The Special Learning Center. This *Confidentiality* policy applies with equal force to other individuals that are given access to the information and resources of The Special Learning Center. This policy supersedes any prior policies. Any violation of this policy may result in corrective action, up to and including termination from employment and/or service.(including volunteering).

A written policy cannot answer all questions raised in the context of business relationships; therefore, employees, volunteers, directors, and advisors are expected to recognize and respond to specific situations as they arise. In questionable situations, employees, volunteers, and advisors are required to discuss the matter with the Executive Director. Directors should discuss such issues either with the Board Chairman or the Executive Director. This policy is intended to alert employees, volunteers, directors, and advisors to the need for discretion at all times and is not intended to inhibit normal business communications. If an employee, volunteer, advisor, or director does not know whether a particular matter should remain confidential, the employee/volunteer must not disclose any such matter without consultation with the Executive Director.

Employees, volunteers, directors, and advisors of The Special Learning Center may have access to confidential student information, employee information and business operations information. In addition to complying with the privacy provisions of the Health Insurance Portability and Accountability Act (HIPAA), the following information shall remain confidential at all times: (1) personal history of students and families served; (2) information regarding a job applicant's history or criminal history; (3) personnel, compensation or management issues related to any employee of SLC; (4) allegations of abuse or neglect; and (5) other sensitive matters which relate to SLC operations.

In addition, having access to protected information does not constitute permission to view or discuss said information with any other third party, including other employees. All information needs to be viewed with a "need to know" frame of reference. It is considered a violation of The Special Learning Center's Confidentiality policy if an employee is found accessing information outside their purview.

The Special Learning Center requires and expects that employees, volunteers, directors, and advisors of The Special Learning Center will not discuss the nature of SLC operations with anyone outside SLC. Moreover, information discussed in the line of duty shall not be discussed where it may be overheard by anyone except the intended.

Employees, volunteers, directors, and advisors of The Special Learning Center shall sign this *Confidentiality* policy in acknowledgement of understanding and compliance.

Name

Date