

HIV Alliance Confidentiality Statement



INSTRUCTIONS: This statement shall be reviewed and signed by each employee, intern, and volunteer of the HIV Alliance on an annual basis and shall be on file.

Confidentiality is the preservation, in confidence, of all information concerning a client which may be disclosed in a treatment relationship between the client and the medical, mental health, general health care professionals, and human service workers. Unless there is a legal exception, only the client may allow release of confidential information.

Any information concerning specific clients is confidential, including medical information which is maintained electronically through computerized data collection systems. This also includes confidential information which has been transmitted electronically via a fax machine. In contrast, general information, policy statements, statistical material and similar information which is not identified with an individual client or family is not confidential. All HIV Alliance employees are considered public officials mandated by law to report suspected cases of abuse or neglect. The reports are required, and therefore not subject to confidentiality restrictions. The agency considers casual disclosures to other staff members or volunteers without a legitimate "need to know" or to family members or friends to be harmful to the client's privacy rights, and are therefore prohibited.

Under Oregon law, HIV Alliance may be legally liable for your actions which are within the course and scope of your duties as a provider or volunteer. However, improper disclosure of confidential information is not considered to be within the course and scope of your duties. As a result, the HIV Alliance could refuse to defend you in any legal action which might be brought by a client for violating the client's confidentiality.

Non-compliance with privacy policies and State and Federal law may be cause for disciplinary action up to and including dismissal, and possible legal actions for violations of applicable regulations and laws.

In the event of a crisis, public relations or community issue, staff and volunteers agree to refrain from discussing the issue with the press and public and to encourage and allow the designated agency spokesperson to speak for the agency. Staff and volunteers agree to direct all communication relevant to the issue to the Executive Director.

MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ AND FULLY UNDERSTAND THE INFORMATION ABOVE. I FURTHER UNDERSTAND AND AGREE THAT, AS AN EMPLOYEE OR VOLUNTEER FOR HIV ALLIANCE, I HAVE A DUTY TO ABIDE BY THE LAWS AND POLICIES GOVERNING THE PRESERVATION OF CONFIDENTIAL INFORMATION AND THAT I WILL ABIDE BY THOSE LAWS AND POLICIES. I ALSO UNDERSTAND THAT CONFIDENTIALITY EXTENDS INDEFINITELY BEYOND MY INVOLVEMENT WITH THE PROGRAM. I UNDERSTAND THAT I AM REQUIRED TO PROMPTLY REPORT ALL VIOLATIONS OR SUSPECTED VIOLATIONS OF ANY PRIVACY POLICY TO A SUPERVISOR.

Name _____
Signature _____
Date _____