

SAMPLE CODE OF CONFIDENTIALITY POLICY

PURPOSE

To set out the rules governing confidential information within the First Nations Health Organization

POLICY

The First Nations Health Organization realizes that, due to the nature of the practices of the Health Organization, confidentiality is crucial to the on-going effectiveness of the organization. Therefore, all employees of the Health Organization shall be subject to a code of confidentiality.

POLICY APPLICATION

1. All employees are to respect and adhere to confidential information processes on the operation of the First Nations Health Organization.
2. All employees are to respect and adhere to confidentiality amongst other employees of the Health Organization.
3. All employees are to respect and adhere to the confidential processes of client information with the Health Organization.
4. Violation of confidentiality on the operation of the First Nations Health Organization, employee confidentiality processes and client information will not be tolerated. Any employee acting upon their scope and resulting in a breakage of confidentiality could be subject to dismissal.
5. Information of a confidential nature is not to be disclosed or released by any employee unless authorization has been granted by the First Nations Health Organization Board. Information release must be requested in a written format in which case the Director of Health will forward the request to the Health Board for their review and consideration.
6. All employees will be subject to sign the "Agreement of Confidentiality" form upon commencement of employment. The form must be read and reviewed by the employee and employer prior to signing.