

Confidentiality

Last Modified on 07/30/2021 11:13 am EDT

I. Purpose

It is the policy of the Healthcare Businesswomen's Association (herein after identified as the HBA) that its staff as well as elected, appointed, assigned, self-identified volunteers; independent contractors, agents and other representatives shall not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the HBA to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom the HBA has authorized disclosure. All HBA components and the HBA staff shall use confidential information solely for the purpose of performing services for the HBA.

This confidentiality policy is not intended to prevent disclosure where disclosure is required by law.

II. Scope of Policy

This Policy applies to:

- HBA staff
- Elected, appointed, assigned, self-identified volunteers; independent contractors, agents and other representatives:

And includes:

1. All information of the HBA that is confidential or privileged, or that is not publicly available
2. All information of a third party, obtained in the course of the HBA business/discharge of the HBA duties, that is confidential or privileged, or that is not publicly available

III. Procedures/process

1. Acknowledgement of this policy is agreed to upon application of the volunteer role.
2. Guarding confidential information
3. The HBA staff, elected, appointed, assigned, self-identified volunteers; independent contractors, agents and other representatives:
 - Must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.
 - Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature.
 - Be sensitive to the risk of inadvertent disclosure, including but not limited to:
 - Leaving confidential information on desks or otherwise in plain view
 - Use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons.

IV. Separation from HBA

At the end of the HBA staff or elected, appointed, assigned, self-identified volunteers, independent contractors, agents and other representatives time with the HBA they shall return to the HBA or destroy all documents, papers, and other materials that may contain or be derived from confidential information in his or her possession.

V. Compliance

Disclosure of confidential information will be viewed as a serious offense and may result in disciplinary action, up to and including:

- Dismissal from the elected, appointed, assigned, self-identified volunteers' position
- Termination of employment of staff
- Civil lawsuits, depending on the circumstances

A complaint, report or inquiry may be made according to the Conflict Resolution Policy.

VI. References

HBA Bylaws

HBA Record Retention & Destruction Policy HBA Code of Conduct

VII. Templates/tools/support documents

N/A

VIII. Dissemination & Location of Policy (required)

This Policy should be disseminated via email with return receipt requested to all HBA staff, elected, appointed, assigned, self-identified volunteers; independent contractors, agents and other representatives. This policy can also be found in the HBA Resource Center.

IX. Timing of Effective/Implementation, Review and/or Termination

Timing will be determined based on reported offense.
