

## **4.5 CONFIDENTIALITY OF INFORMATION**

### **POLICY**

The association must protect and maintain proprietary information to respect the rights of those we support and to conduct its business in a professional and ethical manner. The goal of this policy is to ensure that the people involved in the Association's affairs maintain the confidentiality of proprietary and personal information pertaining to the people we support.

### **PROCEDURE**

#### **What is Confidential Information?**

Confidential information is all information regarding the BACI including any information concerning participants in the Life Sharing Network. Examples are financial, medical, and criminal record information, family or personal histories, etc.

Information is deemed to be confidential if it comes from association files, meetings, or through the administration of Life Sharing Network business, and the said information has not been made, or is not, public knowledge.

#### **Disclosing Confidential Information**

Confidential information should only be revealed to someone under the following conditions:

- > Revealing the information is necessary and in the interests of regular Life Sharing Network business.
- > The person receiving the information has a legitimate need to know the requested information, and
- > If the information is personal in nature, the individual has granted permission for the disclosure.

It is expected that all Life Sharing Network contractors will exercise common sense and discretion and refrain from disclosing anything which might reasonably be considered personal or sensitive.

Confidential information is never to be revealed if:

- > It is used or conveyed for the sole purpose of maligning or damaging the reputation or rapport of another person, or

## **4.5 CONFIDENTIALITY OF INFORMATION**

- > The person who is the subject of the information finds it embarrassing or unpleasant or it would be reasonable to think that most persons in the same situation would respond similarly.

Continuing as a Life Sharing Network Contractor with the Association is contingent upon the compliance with this policy. Failure to comply with this policy can result in consequences up to and including termination of the Life Sharing Network contract.

### **GUIDELINES**

If you are in doubt when asked to disclose confidential information, please contact the Manager or Assistant Manager of the Life Sharing Network for guidance.

**4.5 CONFIDENTIALITY OF INFORMATION****FAMILY CARE NETWORK  
AGREEMENT OF CONFIDENTIALITY**

I, \_\_\_\_\_, hereby undertake as part of the condition of my contract role, to keep in strict confidence any information regarding the BACI Life Sharing Network or any information concerning the participants in the Life Sharing Network, or any other agency, that I may have knowledge of.

I will not engage in discussion of cases within or outside my role as a Life Sharing Network provider or volunteer except on a need to know basis as required for the appropriate conduct in fulfilling my contractual obligations within the Life Sharing Network.

I also undertake that I will never remove or copy any confidential written material, of any kind, from the premises of the establishment except with the written approval of the Association.

I understand that if I breach this Agreement of Confidentiality I may face disciplinary action up to and including termination of my contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness