



Centro Latino Americano

Dedicated to the empowerment of the Latino community of Lane County since 1972

Confidentiality Policy

This policy applies to all staff, Board and volunteers of Centro Latino Americano

Policy/Purpose

Staff and client information and records are maintained in a manner that ensures confidentiality.

Procedure

Any and all staff and client information is considered confidential and shared only on a need-to-know basis within the organization.

The appropriate signed "Release of Information" is to be obtained prior to any sharing of confidential information with entities outside of the organization and made part of the client record. Any sharing of such information is to be documented in the client's records.

Client records are to be established, maintained, and kept confidential at all program levels. This includes any and all paper and electronic files that contain information deemed confidential.

Staff members are expected to keep all such paper files in a locked cabinet in the facility when the file is not in use. All electronic files are expected to be password protected.

Paper files are not to be removed from the Centro LatinoAmericano facility. The transfer of electronic files to home or other computers is prohibited.