

## Confidentiality

### Persons served:

Each person served has the right to confidentiality. In accepting employment with D & M, Inc. (D & M), you are placed in a position of trust regarding information about the persons served of this program. Each employee must constantly be aware of the confidential nature of all information pertaining to the persons served.

All information in the record of a person served and/or acquired in the course of providing services to a person served, shall not be open for public discussion.

Person served information may be disclosed to the Agency or organization which oversees services for the person served, or to the Agency or organization or individual assigned as guardian for the person served, or to the new Agency or organization that is providing services to the person served, i.e. in the event that a person served is transferred to another Agency or organization. **Guardian's permission must be on record before information may be disclosed.**

Any discussions regarding persons served outside the home should be for professional reasons only. The identity of the person must be protected. Both first and last names should never be used together, nor should a description of the individual be given.

Failure to comply with person served confidentiality requirements will result in disciplinary action and may result in a recipient rights violation per local and state regulations.

### Employee:

Any employee who, in the course of his/her daily duties has access to or encounters current or previous employee information, i.e. addresses, phone numbers, wage rates/increase, etc., is prohibited from disseminating it to anyone in any manner without the approval of the employer.

Individual personnel files are the property of the Agency and are considered confidential between the employee and supervisor staff or specific designee.

Failure to comply constitutes a breach in confidentiality and may result in disciplinary action.

### Media:

Agency employees are not authorized to release information to news reporters or other media representatives, except at the direction and approval of the Administrative Office of the company. If a contact is made, the employee should request the name and phone number of the representative and inform him/her that contact will be made by the Chief HR Officer.

Acknowledged by:

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Signature

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Date

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Printed Name and Title