

Statement of Confidentiality

Employees understand that, related to responsibilities in the Department of Family Medicine / Bowen Research Center, each may have access to confidential information. It is vital to protect the confidentiality of any individual information on a legal, moral and ethical basis. An employee understands he or she will be held liable for any damages should due to disclosure of confidential information to individuals or organizations in a manner other than what is prescribed by the project protocol.

1. All Department / Bowen Center information is to be considered confidential. Reasonable precautions are to be taken to guard this information from unintentional or unauthorized inquiry, update, alteration, destruction or removal. It is to be safeguarded at all times, both at work and off duty.
2. Employees will access (read, add, change or delete) or disclose information only when he or she has a clearly defined, work-related reason to do so. At no time, shall information be accessed or disclosed for personal, unauthorized, unethical or illegal reason.
3. Information access must be requested, approved and implemented through established protocols. Access to information will be granted on an appropriately identified, validated and authorized basis.
4. It is possible, that in the course of business, indirect access to information may become available. All responsibilities outlined in this statement apply to direct and indirect access to information.
5. When unsure of the confidentiality or security precautions to be taken, it is the employee's responsibility to seek and obtain direction regarding release of information and/or information protection safeguards.
6. Employees intentionally accessing (reading, adding changing or deleting) or disclosing information are subject to disciplinary action, up to and including termination.
7. Employees are required to report suspected confidentiality breaches or other information security violations to your supervisor immediately.

This policy applies to all faculty, staff, and students working in any capacity within the Department of Family Medicine.