



SPAN's Confidentiality Policy

The protection of confidential information about the families SPAN serves is vital to the interests and the success of SPAN. As necessary, staff or volunteers may exchange confidential information with co-workers who have a need to know such information; however, in general, the information learned about families and colleagues is confidential and should not be disclosed to anyone without a clear "need to know".

Written information about families is only to be released to outside sources with the written consent of the family or when authorized by an Executive Co-Director and as required by law.¹ This prohibition applies to SPAN Board of Trustees members, who may not access confidential information about families served by SPAN without the written consent of the family.

SPAN Board of Trustees members, staff, or volunteers may learn sensitive information about co-workers or co-volunteers. Such information must be maintained in confidence. SPAN Board of Trustees members or staff may only divulge confidential information with consent of the employee/volunteer involved, or on a limited basis when the employee's or volunteer's supervisor or senior management has a need to know.

Employees or volunteers who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination. SPAN Board of Trustees members who improperly use or disclose confidential information will be subject to removal from the SPAN Board of Trustees.

Received:

Signature

Date

Printed Name

¹ Pursuant to our contracts with the U.S. Department of Health and Human Services and the N.J. Departments of Education, Health and Senior Services, and Human Services, SPAN Board members, staff and volunteers are subject to the provisions of HIPAA and FERPA.
