



# HINDS' FEET FARM ASSURANCE OF CONFIDENTIALITY

**Hinds' Feet Farm is required to make known to all employees, students, volunteers and all other individuals with access to confidential information the provisions of the Federal Standards for Privacy of Individually Identifiable Health Information and the North Carolina Statutes on Confidentiality (122C 51-56).**

**Hinds' Feet Farm is required by law to maintain the privacy of protected health information.**

Protected health information as defined by the Federal Standards is: all individually identifiable health information that is transmitted or maintained in any form, including paper, oral and electronic records and communications.

Confidential information as defined in the N.C. Statutes "includes but is not limited to photographs, video tapes, audio tapes, client records, reimbursement records, verbal information relative to individuals served, client information stored in automated files and clinical staff member files".

**All information related to the individuals we support is confidential.**

In accordance with the General Provisions (.0118) of the North Carolina Confidentiality Rules: Individuals with access to or control over confidential information shall take affirmative measures to safeguard such information.

Any release of confidential information:

- is authorized in writing by the individual and/or the legally responsible person
- is limited to the specific information identified and is the minimum necessary to fulfill the request
- has a time limitation not to exceed one year
- must allow for consent to be withdrawn at any time by the consenting individual

Once the authorization for release has been signed, only designated employees may approve the release of confidential information.

Examples:

- Information about an individual does not need to be discussed with individuals outside their team.
- Employees will only have access to the individuals' information necessary to provide support and services.
- When an employee leaves and goes to another agency, any knowledge of individuals supported remains confidential and is not to be used by the new agency for or against the individual.

**All employees, students, volunteers and all other individuals with access to confidential information shall indicate an understanding of the requirements governing privacy and confidentiality by signing a statement of understanding and compliance. These are signed upon employment and annually thereafter as required by funding source.**

## Confidentiality Statement

I understand and agree that all information related to individuals we support contained in records and observed at any location, must be kept confidential from unauthorized persons.

In accordance with Federal Standards for Privacy and N.C. Statutes on Confidentiality, I agree to hold confidential all information about applicants for placement, current and former individuals supported by Hinds' Feet Farm and other agencies to which I have access. Further, I agree not to divulge such information to any unauthorized persons.

I understand that my failure to comply with the Federal Standards and the N.C. Statutes is a violation of client rights and may result in civil and/or criminal penalties punishable by fine or imprisonment and/or result in disciplinary action up to and including dismissal.

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Name/Signature/Title

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Date