

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 232</b>
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<b>Confidentiality</b>	<b>Effective: March 23, 2009</b>
	<b>Revised: May 25, 2023</b>
<b>APPROVED BY: HACAP Board of Directors</b>	

### **Policy Statement**

Disclosure of confidential information gained through employment by Hawkeye Area Community Action Program, Inc. is an act of prohibited conduct subject to formal disciplinary action. Any information concerning a client, family, financial condition or personal peculiarities is strictly confidential. When a client's history or condition is reviewed, it must be done in privacy with only those persons involved with the client. Any other information coming to you in the course of your work concerning another person or employee is also considered confidential and may not become the topic of conversation with others.

Families or others who contact HACAP seeking information or assistance will, at times disclose information that should be kept confidential. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." Disclosure of information includes verbal, written, and electronic (email, phone, etc.) communication. If there is a question of whether certain information is considered confidential, the employee should first check with his/her immediate supervisor.

### **Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.