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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Confidentiality of Information**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To assure that the operations, activities and business affairs of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ are kept confidential.

**Procedure:**

If, in the course of their service, members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or contracted organizations acquire confidential, sensitive or proprietary information about \_\_\_\_\_\_\_\_\_\_, its members, service populace, etc. such information is to be handled in the strictest confidence.

Members or contracted organizations found to be violating this guideline are subject to disciplinary actions, up to and including termination, and may be subject to civil and/or criminal prosecution for violations.

As a member or contracted organization, you may be requested to sign proprietary information confidentiality statements and may be requested to sign a Conflict of Interest Statement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a matter of policy requires the disclosure of transactions and relationships that may involve potential conflict of interests. The following provisions of the policy are as follows:

* Each member is to avoid situations where his or her personal interests could conflict with the interests of \_\_\_\_\_\_\_\_\_\_\_\_
* The use of \_\_\_\_\_\_\_\_\_\_\_\_ assets for any unlawful or improper purpose is strictly prohibited
* No false entries are to be made in the books for any reason and no member shall engage in any arrangement that results in such prohibited act
* No payments are to be approved or made with the intention that any part is to be used for any purpose other than described in the supporting documents
* Any member or contracted organization who knows of any prohibited act must promptly report it to the Chief

No one is permitted to remove or make copies of confidential organizational records, reports, or documents without prior approval of the President or the Chief. Failure to adhere to this policy or any breach of confidentiality will result in disciplinary action, up to and including termination.

The purpose of this policy is to safeguard the individual rights of persons served by the organization by maintaining the confidentiality of the programs and any services that they receive or participate in from the organization as provided by law.

The attached document shall be reviewed and signed by all elected and appointed officer each year and filed by the Secretary.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

King of Prussia (PA) Volunteer Fire Company SOG KP0086 Conflict of Interest/Confidentiality of Information

**Confidentiality Policy for the year\_\_\_\_\_\_\_\_**

The purpose of this policy is to safeguard the individual rights of persons served by the organization by maintaining the confidentiality of the programs and any services that they receive or participate in from the organization as provided by law.

**Relationship to Mission/Vision/Values**

The is committed to providing services which treat people with dignity and respect, taking particular care to see that their rights are fully protected.

**Policy**

1. Information about the identity, diagnosis, evaluation , or treatment of a person served is confidential.
2. All records and other information, paper based and electronic, which identify a person served, will be maintained and stored, in a secure environment - for paper-based they should be secured in locked files and for electronic files they should be password protected and/or destroyed (shredded) pursuant to all legal requirements.
3. Such information will be released only:
	* With proper authorization by the person served or his/her legal guardian or other legally authorized representative; or
	* Where specifically authorized by law
4. The President/Chief shall be responsible for the establishment and implementation of procedures pursuant to this policy. Such procedures shall apply to all employees, consultants, volunteers, contracting agencies, and affiliates. Such procedures shall comply with all appropriate statues, rules, regulations, and other legal requirements.
5. All employees, consultants, volunteers, contracting agencies, and affiliates shall be appropriately trained concerning this policy on confidentiality. Any violators of this policy or the procedures implementing this policy will be subject to disciplinary action, including possible discharge from employment or other affiliation.

I hereby acknowledge this policy and its contents

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Signature of Staff/Volunteer/Consultant Date

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Witness Date