



Confidentiality has always been an important value for the Society. Trusting relationships develop between Conferences and the persons they serve. Confidentiality, based on the individual’s right to privacy, has both legal and ethical implications. (Manual p.23)

REQUIREMENTS

For these reasons, the Council of San Antonio is asking all Conferences to follow these steps to ensure the best interests of the Conferences, the Council and the brothers and sisters we serve:

1. Have ALL brothers and sisters requesting assistance complete a “Permission to Share Confidential Information” form.
 - This form educates our brothers and sisters on the fact that sometimes we have to share their confidential information with others in order to serve them. By signing this form they release us from any liability for doing so.
 - ***This form must be signed by the brother/sister at least once per year, assuming their need for assistance lasts longer than one year.*** Conferences may choose to have it signed more frequently if that suits their needs better.
 - Along with the submission of the annual report, Conferences will be asked to attest to the fact that they have been diligent in having these forms signed annually.
 - Signed forms must be kept along with Conference case records for a period of at least 3 years.

2. Ensure that the Conference has a documented process and is following it to ensure the security of the confidential information. A Conference’s documented process – often referred to as a “Confidentiality Policy” – should include the following elements:
 - A process that ensures that the Permission to Share Confidential Information form is signed at least annually by each brother/sister requesting assistance.
 - A Conference Record Retention Policy which dictates the manner in which records are kept secure and confidential, the length of their retention, and the means of disposal (e.g. shredding paper files, destroying computer disks). (Manual pgs 31 & 32)
 - Education to Conference Vincentians on the appropriate handling of confidential information and recordkeeping (Manual pgs. 23-24 & 30-32).
 - The Conference Policy must be kept in the Conference file.

3. A “Pledge of Confidentiality” to be signed by each Vincentian showing that they have read, understood and agreed to follow the Conference’s processes regarding confidential information and recordkeeping at least once every three years in conjunction with the once every three-year background check requirement.

By signing, you acknowledge that you have received this “Conference Confidentiality” document which outlines the Council’s official policy outlining the expectations for Conferences to follow.

Signature of Vincentian

Date

Printed Name