


1070 CONFIDENTIALITY	
Chapter: Staff Responsibilities	Section: Standards and Expectations
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: November 1, 2009 Scheduled Review Date: _____
	William W. Fenniman, DJJS Director
Related Statute(s): _____ Related Admin Rule(s): _____ Related Federal Regulation(s): _____	Related Form(s): _____ Bridges' Screen(s) and Attachment(s): _____

Staff at the SYSC shall protect confidential information and records within their control and shall release information only to authorized agencies or individuals as provided for by law, rules, and regulations.

Purpose

The purpose of this policy is to establish the appropriate levels of confidentiality to protect resident information.

Policy

- I. **The Division's Responsibility:** In the course of its business, DJJS receives, discloses, and utilizes personal information of employees, residents, and clients for a variety of reasons. All personal, financial, and health care information maintained by DJJS will be considered confidential. DJJS shall maintain privacy, confidentiality, and integrity with regard to confidential information as required by state and federal laws, rules, and regulations, and professional ethics.
- II. **Staff Responsibility:** In the performance of their duties, DJJS staff may have access to confidential information and records of residents, clients and other staff. Staff shall protect all confidential information and records within their control and shall release information only to authorized agencies or individuals as provided for by law, rules, and regulations.
- III. **Responsibility to Protect Resident or Client Records:** Every resident and client has a right to privacy and confidentiality of his/her records. Information about a resident or client may be shared only among Department of Health and Human Services staff or in the New Hampshire court system and only in so far as it is necessary for the best interests of the resident.
- IV. **Health Information:** Staff who deal specifically with health information in the provision of health services to residents or other DJJS staff shall refer to the Department of Health and Human Services HIPAA Policies and Procedures for specific procedures regarding access, disclosure, and maintenance of health information.
- V. **Statement of Confidentiality Requirement:** As part of the Department of Health and Human Services or DJJS employee orientation and training, staff shall sign a statement of confidentiality provided by DJJS.