

Title: Client Confidentiality and Privacy	Policy Number: 1.4
Approved By: Belinda Pettiford, MPH	Program Area: Family Planning
Effective Date: 1970	Revised Date: 7/18/2012

Purpose Statement of Policy:

To assure client confidentiality and provide safeguards for individuals against the invasion of personal privacy, as required by the Privacy Act for all men and women seeking family planning services provided by Title X.

Definition:

Defined within the Client Confidentiality and Privacy policy the following areas must be addressed:

- No information obtained by the agency staff may be disclosed without the individual's written consent, except as required by law or as necessary to provide services to the individual, with appropriate safeguards to the individual.
- Information may be disclosed only in summary, statistical, or other form that does not identify the individual.
- Adolescents must be assured that family planning services are confidential and, if follow up is necessary as a result of any laboratory or examination findings, every attempt will be made to assure the privacy of the individual.
- A confidentiality assurance statement must appear in the individual's chart.

Responsibilities:

It is the responsibility of the local health department and its designated personnel to develop, implement, and ensure compliance among all staff on the administration of the Client Confidentiality and Privacy policy in the Title X Family Planning Clinic.

Policy:

The local health department will ensure that written policies are in place that address the above required areas in the definition section for provision of client confidentiality and privacy in the Family Planning Clinic.

Legal Authority:

This policy is based on Title X regulations (January, 2001) sections 5.2, 8.7 and 10.4 concerning issues surrounding client confidentiality and privacy.

References:

Title X guidelines can be accessed at:

https://www.grantsolutions.gov/gs/servlet/document.DownloadPdfPublicServlet?document_id=7157

For examples of policies from the local level, please contact your Women's Health Regional Nurse Consultants