



Lutheran Child and Family Services of Illinois

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CONFIDENTIALITY OF PRIVATE INFORMATION POLICY

EXECUTIVE POLICY TRANSMITTAL NO. 96-02 REGARDING CONFIDENTIALITY OF PRIVATE INFORMATION

The work of Lutheran Child & Family Services of Illinois is highly confidential. Confidentiality is not only mandated by law, but is also required by Agency policy and professional standards of practice.

It is our policy that within the Agency, confidential information is shared only on a “need to know” basis. Sharing information outside the Agency is based upon legal mandates, Agency policies and professional standards.

A failure on the part of any employee, volunteer or authorized reviewer (representing entities that make a commitment to the protection of confidential information) to abide by this policy result in harm to those whom the Agency serves, damages the reputation of the Agency and could cause the Agency to be financially liable. Therefore, all persons shall hold in strictest confidence all verbal or written materials related to Agency clients, service providers, employees or volunteers which come to them in their work.

Unnecessary discussion of private information with other employees, service providers, volunteers or reviewers violates the confidential relationship. Such a violation will result in an investigation and appropriate response by the Agency.

This statement does not refer to the general interpretation of the Agency’s programs. Such interpretation, using typical information with discretion, is a desirable and necessary part of the responsibility of each employee.

Personal and work-related information concerning employees of the Agency is also confidential. As a result, appropriate information can only be release by authorized representatives of the Agency.

It is the responsibility of the staff to understand and abide by the laws of the confidentiality which pertain to their field of professional practice, especially as it relates to the limits of confidentiality including the duty to warn. An employee’s supervisor must be informed when the limits of confidentiality as set forth by law are applicable.

The personnel record of all staff shall contain a document signed by staff stating that they have read and understand this policy.

Signature of Employee/Volunteer

Date

APPROVED BY: CORPORATE STAFF, AUGUST 16, 1995

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