

Subject	Confidentiality/Release of Information
<b>Statement of Policy</b>	To protect and maintain personal and health-related information of Camp One Step Campers and Volunteers according to federal and state regulations.
<b>Purpose</b>	<p>To provide volunteer staff with requirements on confidentiality and release of information.</p> <p><b>Confidentiality</b></p> <ul style="list-style-type: none"> <li>• Campers and staff are required to submit personal and health-related information as part of their application process.</li> <li>• As part of the volunteer responsibilities, personal and health-related information may be shared with volunteers in order to promote the safety, health, and well-being of campers and volunteers. This information includes, but is not limited to, information related to the medical history, including mental/emotional/social health, domestic living situation, and contact information. This information will only be disclosed to those individuals who are directly involved in providing care to a particular camper and should not be shared with other volunteers, unless they are caring for the camper directly.</li> <li>• Volunteer information will only be shared as needed to communicate with or provide medical care to the volunteer - i.e. contact information will be shared with the respective program leadership and medical care will be reviewed by the Medical Director or designee prior to each program. If the volunteer requires medical attention during their time at camp, this information may be shared with other medical team members or program leadership as deemed necessary.</li> <li>• Sharing protected information with individuals outside of the organization, including family members and friends, is prohibited, and is considered a breach of state and federal regulations.</li> <li>• Failure to comply with this policy will result in disciplinary actions.</li> <li>• Volunteers are required to sign a confidentiality agreement annually.</li> </ul> <p><b>Release of Information</b></p> <ul style="list-style-type: none"> <li>• Volunteer Staff and camper contact information is released only to those individuals who require this information to conduct the business of programs or to provide medical care – these individuals include the management team and specific program leadership.</li> <li>• If there is a request for information or a need to release contact information of either a camper or a Volunteer Staff member, a member of the Programs Management Team (Chief Programs Officer, Programs Manager, Programs Coordinator, or Medical Director) should be contacted.</li> <li>• The Programs Management Team will reach out to the individual for their permission to release information. If permission is granted, a Programs Team member will disclose this information to the requesting individual.</li> <li>• The Programs Team Member will document the request as well as the response in the camper or staff file.</li> </ul>