

Ride On St. Louis Confidentiality Policy

I. General Principles

Clients and their families have a right to privacy that gives them control over the dissemination of their medical or other sensitive information. Ride On St Louis shall preserve the right of confidentiality for all individuals in its program.

II. Information Covered by the Confidentiality Policy

The staff shall keep confidential all medical, social, referral, personal and financial information regarding a person and his/her family.

III. Persons Subject to the Confidentiality Policy

Anyone who works or volunteers for, or provides services to Ride On St. Louis will be bound by the policy. This includes but is not limited to:

- Full-time and part-time staff
- Independent contractors
- Temporary employees
- Volunteers
- Board members

The policy will also apply to anyone connected with Ride On St. Louis who could obtain this information either accidentally or on purpose.

IV. Competency and Informed Consent Disclosure

A client may not be competent to give consent for disclosure of medical or sensitive information or both (including photographs and videotapes) because of age or mental incapacity. As a general rule, infants and children under age 18 do not have legal authority to consent to disclosure. Only parent(s), legal representatives or others defined by state statute generally have this authority.

Adults with developmental disabilities are presumed legally competent to give or deny consent to disclosure unless they have been adjudicated incompetent to make this type of health care decision. If a substitute decision maker has been appointed, you must obtain specific and informed written consent from that individual.

V. Intra-Agency Access To and Disclosure of Medical and/or Sensitive Information

Ride On St Louis will not permit access to, or disclosure of, such information without a client's consent based on a perceived need to protect staff or anyone else from possible exposure through casual contact.

Casual contact poses no risk of transmission of diseases such as HIV. The most effective method of protection for situations in which staff may be exposed to the blood of a client is the use of infection control procedures. These procedures should be used with all clients under the assumption that all clients may have HIV, hepatitis or other blood borne diseases. Knowledge that a particular client has a HIV infection does not protect staff members from transmissions. Using universal precautions does.

VI. Extra-Agency Disclosure of Medical and/or Sensitive Information

Disclose information to outside agencies or individuals only with the specific written consent of the client.

VII. Penalties for Unauthorized Disclosures

Internal penalties including but not limited to reprimand, loss of certain job responsibilities and termination can result from breaching confidentiality.