



SUNNY DAYS EARLY CHILDHOOD DEVELOPMENTAL SERVICES INC.

“Making the Future Brighter, One Child at a Time”

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CONFIDENTIALITY

POLICY: Sunny Days is committed to maintaining strict Confidentiality for all children and their families. To ensure confidentiality, all practitioners and staff members are required to adhere to the following guidelines:

1. Information about clients and their families should not be discussed in public places, other clients' homes, or with family members or friends.
2. Documentation with any identifying information should be kept in a secure location.
3. Sunny Days information concerning clients and their families may only be shared with outside agencies after written permission is received from parent and/or legal guardian.

The Standards for Privacy of Individually Identifiable Health Information (“Privacy Rule”) establishes, for the first time, a set of national standards for the protection of certain health information. The U.S. Department of Health and Human Services (HHS) issued the Privacy Rule to implement The requirement of the Health Insurance Portability and Accountability Act of 1996 (“HIPPA”). The Privacy Rule standards address the use and disclosure of individuals’ health information-called “protected health information” by organizations subject to The Privacy Rule-called “covered entities,” as well as standards for individuals’ privacy rights to understand and control how their health information is used. Within HHS, the Office for Civil Rights (“OCR”) has responsibility for implementing and enforcing the Privacy Rule with respect to voluntary compliance activities and civil money penalties. A major goal of the Privacy Rule is to assure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well-being. The Rule strikes a balance that permits important use of information, while protecting the privacy of people who seek care and healing. Given that the health care marketplace is diverse, the Rule is designed to be flexible and comprehensive to cover the variety of uses and disclosure that need to be addressed.

