

:: policy on privacy ::

Privacy and Confidentiality of Protected Information

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Definition:

Protected Information: Any medical, social, referral, personal (including demographics), or financial information about a client, volunteer, donor, contractor, or another individual employed by or associated with SIRE that is collected by or provided to SIRE.

It is the policy of SIRE to protect and preserve, to the extent reasonably possible, the confidentiality of all Protected Information relating to, and the privacy of, client riders of SIRE, whether or not currently enrolled in a SIRE program, client family members, and other individuals employed by or associated with SIRE including, but not limited to, donors, volunteers, staff (full-time, part time, and temporary employees), and independent contractors.

1. The provisions of this Policy apply to all staff, volunteers, independent contractors, and any other individual or organization employed by or associated with SIRE who becomes aware of information about clients or individuals involved in or associated with SIRE.
2. SIRE will not use or disclose Protected Information without first obtaining authorization for such use or disclosure from the subject individual unless the use or disclosure of the Protected Information is required by law.
3. Individuals under the age of 18 do not have the legal authority to authorize the use or disclosure of their Protected Information. Before SIRE uses or discloses Protected Information about an individual under the age of 18, SIRE will obtain an authorization for such use or disclosure from the individual's parent(s) or legally authorized representative.
4. SIRE will maintain a signed document from each client and each volunteer that defines whether SIRE can or cannot use photographs or videos of the respective client or volunteer. SIRE will maintain a "no-photo/no-video" list, and not use photographs or videos of the client or volunteer except as authorized by the client or volunteer.
5. Mailing addresses, email addresses, and telephone numbers may be used by SIRE for SIRE purposes, announcements, or events, but will not be used for any other purpose or made available to any other person or organization.
6. An individual who suspects, believes, or knows his/her information has not been maintained in accordance with this Policy should immediately notify the Executive Director or the Program Director of SIRE.

A violation of this Policy can result in reprimand, loss of certain job or volunteer privileges, suspension or expulsion from a SIRE Program, or termination.

Approved – Board of Directors
May 25, 2004

To review your personal information please contact the SIRE home office.