BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION

SUBMITTED BY: Kathleen Swantek	**DATE SUBMITTED:** 02/90	**SECTION:** Confidentiality	
BOARD APPROVED ON: 03/90	**DATE REVISED:** 11/16/16, 06/20/18, 07/22/26	**SUBJECT:** HIV & AIDS	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 11/16/16, 06/20/18, 10/16/19, 07/22/26		**POLICY #:** IB-001	**PAGE #:** 1 of 1

I. APPLICATION

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

Each individual receiving supports by the organization has a right to confidentiality. In accepting employment, you are placed in a position of trust in regard to information regarding any individual receiving services. Employees must constantly be aware of the confidential nature of all information regarding those individuals.

All reports, records, and data are confidential which pertain to testing, care, treatment, reporting, and research associated with the serious communicable disease or infection; HIV, acquired immune deficiency syndrome or acquired immune deficiency syndrome related complex.

Any employee who releases this information in any form may be guilty of a misdemeanor, punishable by imprisonment for not more than one year or a fine of not more than $5,000 or both and is liable in a civil action for actual damages or $1,000 whichever is greater, and costs and reasonable attorney fees.

If anyone contacts you, as an employee of the organization about for which this section may be applicable, immediately direct the person to the compliance officer. The employee should immediately advise the compliance officer of the contact. The compliance officer notifies the executive director.

Information concerning the individual supported should not be released, whether written, orally, or over the phone, to any individual or agency without the written approval of the executive director.