Section: 2 **Topic:** Confidentiality and Privacy
Policy Number: 4
Page: 1 of 1

Certain staff members may occasionally have access to confidential or sensitive agency or staff information.

SAPPPC values any information given it in confidence. Consequently, whenever it is made clear that certain information or records are confidential, staff members with access to that information may not share it or any portion of it with any individual inside or outside of SAPPPC. Violation of this policy will result in disciplinary action up to and including discharge.

Should any confidential information contain or constitute a threat to the agency or any person, however, or if there is doubt as to whether it does, a staff member should bring it to the attention of the Executive Director, Human Resources Director, or any Commission member.

The policy of SAPPPC requires those directors to keep such information confidential to the extent practicable. This phrase, here and elsewhere in this manual, means that confidential information is shared only with those deemed to have a direct need to know. The Executive Director, and/or Human Resources Director ordinarily determines who has a need to know.

SAPPPC does not share personal information about its customers, employees, or other associates with any third party with two exceptions: SAPPPC does supply employment verifications and references to requesting organizations and participant contact information to coaches and program instructors. Employment verifications and/or references may contain information related to performance, reason for discharge, salary, and the like, according to SAPPPC's Reference Check Policy. Also please note that all coaches and program instructors, like other staff and volunteers, undergo background checks before being approved to work for SAPPPC.

This policy will be administered in accordance with the South Carolina Freedom of Information Act.