# Policy: HR – Confidential and Proprietary Information

Purpose: To remind all employees that revealing confidential information is inappropriate and unacceptable.

## Policy:

Confidential information related to [Company Name], the customers we serve, as well as vendors and other companies revealed by an employee are inappropriate. Confidential information includes statistical data, patient information, and business practices. Nothing in the policy conflicts or overrides the requirements under the company’s HIPAA policy or prevents employee from disclosing information as protected by law.

### Procedural Guidelines:

During the course of his/her work an employee may have access to confidential information. He/she may be expected to release confidential patient, medical or insurance information to authorized health care providers, insurance companies or legal professionals. It is never appropriate to use confidential information for personal reasons or for the benefit of any other person or company, during or after termination of employment, other than as described here.

All requests for information or interviews from the media, including but not limited to patient care, company activity or company investigations shall be directed to the [Job Title]. Nothing in the policy prevents employees from disclosing information that is protected under Federal law.

Failure to comply with this policy will result in disciplinary action, up to and including termination.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_