



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 025**

Confidentiality of Information

I. PURPOSE

To protect the privacy of both District affairs and members' personal information.

II. SCOPE

This policy applies to all members of the MJFD.

III. POLICY

It is the policy of MJFD that the business affairs of the District and the personal affairs of the members shall be discussed with no one outside the District if it is information that is not available to the general public.

II. GUIDELINES

- A. Dissemination or disclosure by any member of the District's proprietary operations or procedures is strictly prohibited.
- B. Access to certain confidential or sensitive District information or member information shall be limited to those members who, in the judgment of the Fire Chief and/or the Fire Board, "need to know" in order to perform their job duties. Unauthorized members may not attempt to obtain or observe such information. Any member who handles confidential information is responsible for its security, both internally and externally.
- C. Members are expected to protect and maintain the confidentiality of Protected Health Information for all of its patients, as covered in the policy entitled "*Health Insurance Portability and Accountability Act*."
- D. Likewise, any protected information gained by a MJFD member regarding the activities or operations of the District's suppliers or public customers is to be strictly confidential.
- E. Violation of this policy may result in corrective and/or disciplinary action, up to and including termination.

Approved by the Mescal-J6 Fire District Governing Board on August 3rd, 2015. Replaces February, 2012