Subject: Confidentiality	**Policy Number:** PROV-ICP-716	
Department: Integrity, Compliance and Audit Services	☐ New ☒ Revised ☐ Reviewed	**Date:** 6/10/2011
Executive Sponsor: President/CEO	**Policy Owner:** System Director-Integrity, Compliance and Privacy	
Approved by: John Koster, MD - President/CEO	**Implementation Date:** 6/5/2003	

Scope: Applies to all Providence Health & Services ("Providence") employees, members of boards of directors, committee members, members of community ministry boards and committees, and any other person who, as a result of a contractual, employment, volunteer or other relationship with Providence or any of its ministries, has access to confidential and proprietary information of Providence. This is a governance level policy approved by the Board of Directors and signed by the President/CEO.

Purpose: To provide guidance and direction with respect to the management, use and disclosure of confidential and proprietary business, employee, patient, member, student and other information held by Providence and its various ministries. This policy is not intended to restrict employees from discussion, transmission or disclosure of wages, hours and working conditions in accordance with applicable federal and state laws.

Definitions:

Confidential and/or proprietary information for purposes of this policy shall be any information, material, or data that Providence considers and treats as confidential, sensitive or proprietary, and is not in the public domain[1], including, without limitation:

- any medical information[2], also known as protected health information (as defined by HIPAA or other applicable federal or state law), or personally identifiable information held of an individual served by Providence;
- employee/personnel records and information;
- any privileged information from internal/external counsel;
- any board, board committee (at any level of the organization), or medical staff committee minutes, notes or actions;
- nonpublic financial, strategic or operational information; and
- trade-secrets or other confidential information or processes used by Providence in carrying out its activities.

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[1] Information readily available to public and not subject to any legal restrictions on its use.

[2] Medical information may include the following patient information whether stored externally or on campus and whether electronically stored or transmitted: medical and psychiatric records, including paper printouts, photos, videotapes, diagnostic and therapeutic reports, x-rays, scans, laboratory and pathology samples; patient business records, such as bills for service or insurance information; visual observation of patients receiving medical care or accessing services; verbal information provided by or about a patient.

- any information which Providence or one of its ministries has agreed to keep confidential in accordance with a duly executed confidentiality agreement.

Policy: All persons covered by this policy, (as specified above) shall not purposefully disclose any confidential and/or proprietary information of Providence, unless (i) authorized to do so by Providence; (ii) required to be disclosed to other Providence employees or appropriate workforce members to enable them to fulfill a legitimate job responsibility, provided the individuals receiving the information are advised of the confidential nature of the disclosure; or (iii) required to do so under applicable law.

Requirements: All individuals listed in the Scope section shall act with all reasonable and due care to avoid the inappropriate disclosure of any confidential and/or proprietary information, including assuring that confidential and/or proprietary information is maintained in secure files and locations and securely handled, stored and disposed of; and to avoid its use for any personal gain or the advantage of any outside organizations or entities. Annually, selected covered persons shall be required to execute a statement regarding conflicts of interest and confidentiality. This process is described further in Providence policy PROV-GOV-208. Furthermore, selected covered persons may be required to sign additional and specific confidentiality statements or agreements if they are provided access to particularly sensitive confidential and/or proprietary information.

References:

- PROV-GOV-208 Conflicts of Interest
- PROV-PSEC-801 Information Security Management
- PROV-PSEC-802 Acceptable Use of Data and IT Assets Policy
- PROV-PSEC-811 Corrective Actions for Privacy and Security Violations and PROV- ICP-705 Corrective Actions for Integrity and Compliance Violations