



CONFIDENTIALITY OF PERSONAL RECORDS

I. PURPOSE

The purpose of this policy is to ensure the confidentiality, security, and proper handling of personal records for all employees and clients at All Sufficient Home Care Services Inc. This policy is in place to protect sensitive information and comply with legal standards.

II. SCOPE

This policy applies to all personal records maintained by All Sufficient Home Care Services Inc., including but not limited to employee records, client information, and any other sensitive or confidential data.

III. POLICY

1. Confidentiality Obligations:

- All personal records are to be treated as confidential and are not to be disclosed to any unauthorized individuals or entities without the explicit consent of the person to whom the records pertain, except as required by law.

2. Access to Records:

- Access to personal records is restricted to authorized personnel who require access for legitimate business purposes. These include HR staff, supervisors, and management as necessary.
- Employees may request access to their records by submitting a written request to HR. Client records can be accessed according to applicable laws and regulations governing client privacy.

3. Security of Records:

- Personal records, whether in physical or electronic form, must be securely stored to prevent unauthorized access, loss, or tampering. This includes locking filing cabinets, using secure passwords, encryption, and regular backups of electronic records.
- Electronic records must be stored on secure servers with restricted access, and physical records must be kept in locked, secure locations.

4. Data Integrity and Accuracy:

- All personal records must be maintained accurately and up-to-date. Employees and clients are responsible for informing the company of any changes to their personal information.



All Sufficient Home Care Services Inc.

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3080 Ogden Ave. Suite # 307, Lisle IL, 60532

Tel: 708-613-5393; Fax: 815-552-9081

5. Disclosure of Records:

- Personal records will only be disclosed to third parties with the explicit consent of the individual or as required by law. Any request for disclosure must be directed to HR or management for approval.
- If disclosure is legally required, only the minimum necessary information will be provided.

6. Legal Compliance:

- All Sufficient Home Care Services Inc. will comply with all applicable federal, state, and local laws regarding the confidentiality, maintenance, and disposal of personal records, including compliance with the Illinois Department of Public Health (IDPH) regulations and any other relevant legal standards.

7. Breach of Confidentiality:

- Any unauthorized access, use, or disclosure of personal records is a serious violation of this policy and will result in disciplinary action, up to and including termination. Additionally, such violations may be subject to legal action.

8. Retention and Disposal of Records:

- Personal records will be retained only for as long as necessary to fulfill their intended purpose and in compliance with legal requirements. Once the retention period has expired, records will be securely destroyed to prevent unauthorized access.

9. Employee Acknowledgement:

- All employees are required to review and acknowledge their understanding of this policy upon hire and periodically thereafter.



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ACKNOWLEDGEMENT OF CONFIDENTIALITY OF PERSONAL RECORDS

I acknowledge that I have received, read, and understood the Confidentiality of Personal Records Policy of All Sufficient Home Care Services Inc. I understand that the personal records of employees and clients are confidential and must be handled with the utmost care and security. I agree to comply with all provisions outlined in the policy, including restrictions on access, disclosure, and the proper maintenance and disposal of records.

I am aware that any unauthorized access, use, or disclosure of personal records is a serious violation of company policy and may result in disciplinary action, up to and including termination, as well as potential legal consequences. I agree to seek guidance from HR or management if I have any questions about this policy or my responsibilities under it.

By signing below, I confirm my commitment to adhering to the Confidentiality of Personal Records Policy.

Employee Name: _____

Employee Signature: _____

Date: _____

FOR OFFICE USE ONLY:

THIS ACKNOWLEDGEMENT WILL BE RETAINED IN THE EMPLOYEE'S PERSONNEL FILE.