



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Employee Confidentiality Agreement

As a Canton City Public Health (CCPH) full-time, part-time, seasonal or intermittent employee, subcontracted CCPH employee, visiting professional, work study student, intern, Board of Health member, any City of Canton employee who performs work at the CCPH and/or other CCPH employees as approved by the Health Commissioner:

I understand that I may have access to confidential and privileged information about CCPH clients or customers. This information includes surveillance information such as paper and/or electronic laboratory and/or medical records, study-related forms and/or records, information obtained through oral and/or written interviews and/or other related contact information. This information may also originate from the records of health care providers, health care facilities, medical and health clinics, drug treatment centers, correctional institutions and jails and/or other institutions and facilities. Examples of confidential information include but are not limited to patient names, addresses, telephone numbers, medical, psychological and/or health related conditions and treatment, personal finances, living arrangements and social history.

Terms of Agreement

1. Personally identifiable information will not be discussed except in the performance of job-related duties. These discussions must not take place in hallways, elevators, lavatories, lunchrooms, break rooms, lobbies or other public areas and/or at any time outside of business needs.
2. Reports, records and/or information may only be released in accordance with the Ohio Revised Code. Information cannot be released through e-mail, text message or social media.
3. Any document to be disposed of that contains patient identifiers shall be shredded per the CCPH Records Retention Policy.
4. All confidential files, including compact discs, flash drives and diskettes must be kept in a physically secure location such as a secure file cabinet or locked desk drawer when not in use, when the work area is left unattended and/or when individuals who have not signed this agreement enter the work area.
5. Information on back-up or portable devices (i.e. laptops, compact disks, flash drives, diskettes, etc.) must be encrypted, password protected and the device must be sanitized when the information is no longer needed or upon completion of the activity/project.
6. Visitors are not permitted at CCPH workstation where confidential information is visible.
7. Telephone conversations and/or conference calls requiring the discussion of identifiers will only be conducted in select CCPH work areas.
8. To prevent unauthorized access to confidential data and databases, users must log out of the application and database before work breaks, work lunches, when leaving for an excess amount of time and when leaving work until the next business day.
9. The computer(s) where confidential data is accessed by the employee will be protected by screen saver passwords. The passwords will not be disclosed nor access allowed to unauthorized persons.

10. The data generated and used while employed by the Canton City Health District is property of the CCPH.

I understand that intentional or involuntary violation of these standards is subject to appropriate disciplinary actions(s) per the CCPH 800-006-P_Employee Discipline Policy and such discipline could include being discharged from my position and/or being subject to other penalties.

By signing this statement, I am indicating my understanding of my responsibilities and agree to abide by the CCPH 800-016-P_HIPAA Policy. I also agree to hold the CCPH and its agents harmless from any damages and legal fees arising in any way from the wrongful disclosure of confidential or privileged information resulting from my negligence or willful misconduct.

Employee Signature

Supervisor Signature (if applicable)

Printed Name

Printed Name

Date

Date