UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
SCHOOL OF NURSING

UNIVERSAL CONFIDENTIALITY STATEMENT

As a student or faculty member assigned to a clinical agency via contractual agreement or Memorandum of Understanding between the School of Nursing and the agency, you are allowed access to the records of clients, employees, research subjects or operational business information (specific to the agency and/or its affiliated third parties, and licensed products or processes). Information specific to clients, employees or subjects from any source and in any form, including, but not limited to, paper records, oral communication, audio recording, electronic display, and research data files is strictly confidential. Access to confidential clients/subjects information is permitted only on a need-to-know basis and limited to the minimum amount of confidential information necessary to accomplish the intended purpose of the use, disclosure or request.

It is the policy of the UNC-Chapel Hill School of Nursing that students, faculty, and staff of the School shall respect and preserve privacy and confidentiality of clients/subjects information, regardless of the agency to which the student or faculty is assigned. **Violations of this policy include, but are not limited to:**

- **accessing confidential information that is not within the scope of your assignment;**
- **misusing, disclosing without proper authorization, or altering confidential information;**
- **disclosing to another person your sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas ;**
- **using another person's sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas ;**
- **intentional or negligent mishandling or destruction of confidential information;**
- **leaving a secured application unattended while signed on;**
- **attempting to access a secured application or restricted area without proper authorization or for purposes other than official business;**
- **failing to take proper precautions for preventing unintentional disclosure of confidential information; or**
- **failing to properly secure research data files.**
- **use of any e-mail account other than a UNC Exchange e-mail account (not Microsoft Live@edu, also known as HeelMail) for conveying any information related to work performed as an employee or as a student of the School of Nursing including, but not limited to an academic course, clinical assignment, research endeavor, or other School of Nursing endeavor.**

Revised: 02/03; 02/04; 03/06; 10/07, 11/11

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Violation of this policy by students, faculty or staff assigned to any agency with which the UNC-Chapel Hill School of Nursing has a Contractual Agreement or Memorandum of Understanding, may constitute grounds for corrective action. up to and including. loss of agency privileges, academic or employment suspension, or termination from the School in accordance with applicable agency, School or University procedures. Violation of this policy by any member of the School's student body, faculty or staff may constitute grounds for termination of the contractual relationship or other terms of affiliation between the School and the agency. Unauthorized release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties.

I have read and agree to comply with the terms of the above statement and will read and comply with all agency and School of Nursing policies and standards relative to confidentiality and information security. A copy of the School's Information Security Policy is attached.

Please check one: ☐ Faculty ☐ Staff (permanent or temporary) ☐ Student/RA/TA

_____	_____
Printed/Typed Name	Personal Identification Number
_____	_____
Signature	Date

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
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INFORMATION SECURITY POLICY

Policy

Information, as hereinafter defined, in all its forms and throughout its life cycle will be protected in a manner consistent with its sensitivity and value to any agency to which a student, staff or faculty member is assigned via contractual agreement or Memorandum of Understanding between the School of Nursing and the agency. This protection includes an appropriate level of security over the equipment and software used to process, store, and transmit information.

This policy applies to all information which includes clinical information generated in the context of patient care, course requirements or clinical research, including, for example, laboratory data, x-ray results, results of other tests and procedures, dictated and written notes detailing patient histories and physical exam findings, personnel records and operational information. Such client/employee/subject-related data may be available electronically, or in written form in standard medical records, patient charts, employee files and/or business documents. It may be available for individual or groups of clients/employees/subjects. Such information may reside in large central computer databases, such as those maintained by large hospitals and academic health centers where it can be made available electronically to peripheral workstations, such as clinical workstations or peripheral clinical or personnel databases maintained by individual agency personnel. It may also reside in databases that are separate from the centrally maintained databases, such as the clinical, operational, personnel or research databases that have been developed by certain agency personnel members.

Scope

The scope of information security is protection of information that is written, spoken, recorded electronically or printed, from accidental or intentional misuse, modification, mishandling, destruction or disclosure. Information will be protected throughout its life cycle (origination, entry, processing, distribution, storage, and disposal).

EXAMPLES OF BREACHES OF CONFIDENTIALITY

Accessing information that is not within the scope of your job/role as student, staff or faculty member: • Unauthorized reading of client/employee/subject account information; • Unauthorized reading of a client's/subject's chart; • Unauthorized access of personnel file or business/ operational information; • Accessing information that you do not "need-to-know" for proper execution of your job functions.	**Misusing, disclosing without proper authorization, or altering patient or personnel information:** • Making unauthorized marks on a medical record; • Making unauthorized changes to a personnel file or research data files; • Sharing or reproducing information in a client's/subject's chart or personnel file with unauthorized personnel; • Discussing confidential information in a public area such as a waiting room or elevator.
Disclosing to another person your sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas: • Telling a co-worker your password so that he or she can log in to your work; • Telling an unauthorized person the access codes for personnel files or patient accounts.	**Using another person's sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas :** • Using a co-worker's password to log in to the hospital's computer system; • Unauthorized use of a login code for access to personnel files or client/subject information, or restricted areas.
Intentional or negligent mishandling or destruction of confidential information: ▪ Leaving confidential information in areas outside your work area, e.g. the cafeteria or your home ▪ Disposing of confidential information in a non-approved container, such as a trash can**.**	**Leaving a secured application unattended while signed on:** • Being away from the desk area while logged into an application; • Allowing another person to use your secured application for which he or she does not have access after you have logged in.
Attempting to access a secured application or restricted area without proper authorization or for purposes other than official business: • Trying passwords and login codes to again access to an unauthorized area of the computer system or restricted area; • Using a co-worker's application for which you do not have access after he or she is logged in.	**Unintentional disclosure of patient information:** • Failure to take necessary precautions to properly prevent unauthorized viewing of displayed confidential information in public areas; • Discussing confidential patient information in public areas; • Inappropriately removing documents containing confidential information from clinical areas.

The examples above are only a few types of mishandling of confidential information. If you have any questions about the proper handling, use, or disclosure of confidential information, please contact your supervisor or supervising faculty member immediately.

Revised: 02/03; 02/04; 03/06; 10/07, 11/11