



## POLICY MANUAL

### CONFIDENTIALITY SECTION 4 Policy 4.9

The Crawford County Board of Developmental Disabilities strives to protect the privacy of individuals we serve and staff to the fullest extent of the law. No confidential information on individuals we serve will be revealed to the authorities without the presentation of a subpoena or search warrant. CCBDD will release only as much information as required to service providers.

Confidentiality is the basis for all personal relationships, as well as for the respect due personal privacy. It involves intimacy, trust, confidence, and is the key to all therapeutic relationships. A breach in confidentiality occurs when individual information is passed along to a second individual without the individual's or guardian's knowledge, when information can be used against the individual's welfare or services or when information draws undue attention to the disability, rather than normalization capabilities. The goal of all individual discussions or information seeking must be to serve the individual.

#### **PURPOSE**

To safeguard the rights of confidentiality for individuals receiving services from CCBDD.

#### **DEFINITIONS**

1. "Destruction" means physical destruction of a record by means of a shredder or removal of personal identifiers from information so that the information is no longer personally identifiable.
2. "Directory Information" includes the following information relating to an individual: the individual's name, address, and telephone number. Directory information is kept in the school office and Community Services office. This information is accessible to secretaries and management staff. Directory information is never published or given to individuals and is considered confidential with access only to individuals as indicated in this policy/procedure.
3. "Disclosure" means permitting access or the release, transfer, or other communication of records of the individual or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.
4. "Program Records" means those records that are directly related to an individual and are maintained by CCBDD or by a party acting for the agency. The term does not include those records that are excluded under Federal Regulations.
5. "Guardian" means either the parent or legal guardian. If the parents are separated or divorced, "parent" means the parent with legal custody of the child. "Parent" also includes a child's guardian, custodian, or parent surrogate. At age eighteen, the individual must act on his or her own behalf, unless he/she has a court-appointed guardian. This term does not include the state if a child is a ward of the state.
6. "Personally Identifiable Data" includes: the name of the individual and the individual's guardian; the address of the individual and guardian, a personal identifier, such as the individual's date of birth, social security number, or Medicaid/Medicare number; and a list of

personal characteristics or other information which would make it possible to identify the individual with reasonable certainty.

7. "Record" means any information or data recorded in any medium including, but not limited to photographs, handwriting, print, tapes, or other electronic forms.
8. "Technology solution" means any product, device, equipment, or service used to maintain, increase, or improve the functional capabilities of an individual with developmental disabilities and that is deployed in accordance with applicable federal, state, and local rules and regulations. The efficacy of a technology solution is subject to review and approval by the department.

The Superintendent is authorized to establish and revise, as needed, the procedures to be utilized in the implementation of this policy.

---

Board Adopted: 8/24/23  
Original Adoption Date: 8/15/02  
Reviewed or Edited:  
Revised:  
Implemented: 8/25/23

---

  
Superintendent Authorized Signature

8/25/23  
Date