

UNIVERSITY OF UTAH HOSPITALS AND CLINICS POLICY MANUAL

INFORMATION CONFIDENTIALITY AND SECURITY

No: 8-14

Review Date: Oct-01

Revision Date: Oct-01

Chapter: Management of Information

I. Policy

1. All individuals accessing UUHC information (verbal, written, printed or electronic) whether employees, staff students, volunteers or contractors will maintain the privacy and confidentiality of UUHC information.
2. Access to information will be limited to a "need to know" basis.
3. Specific types of extremely sensitive patient information (e.g., HIV results, psychiatric information, adoption records, research data and substance abuse treatment information) are subject to specific legal protections. Please contact Health Information if you have any questions about specific information requests.
4. Individuals using data or information held by UUHC are accountable for the protection of data from unauthorized access, modification, destruction or disclosure.
5. All employees are required to sign and conform with the Patient and Hospital Information Confidentiality Agreement as a condition of employment. Others, including vendors, students, faculty, staff, referring physicians, and volunteers, with access to UUHC information will be required to sign and conform with the Patient and Hospital Information Confidentiality Agreement and Security Code Confidentiality Agreements.
6. All employees are responsible for the enforcement of information confidentiality and security. If you suspect a breach of confidentiality, contact your supervisor or Human Resources.
7. Violation of this policy will result in disciplinary action up to and including termination.

APPROVAL BODY: Administrative Council

APPROVAL DATE: October 25, 2001

POLICY OWNER: Information Security Office/Information Technology Services

ORIGIN DATE: November 1, 1998

UPDATE DATE: October 23, 2001

REFERENCES:

1. UU Policy and Procedures 1-15: Information Resources Policy