

NORTHERN PONCA HOUSING AUTHORITY

CONFIDENTIALITY POLICY

SECTION I-1

POLICY STATEMENT

The Northern Ponca Housing Authority establishes this Confidentiality Policy for the Board of Commissioners and Housing Authority staff that is consistent with the Ponca Tribe of Nebraska.

It is the policy of the Northern Ponca Housing Authority that all knowledge and records pertaining to anyone provided services by the housing programs will be utilized strictly to assist the resident. This includes, but is not limited to, identities of applicants and recipients of assistance; amounts and types of assistance; and payments and social background.

All staff, Board of Commissioners, and committee members will sign a “Receipt of Employee/Resident Confidentiality Information” statement upon employment, or at the beginning of service with the NPHA.

The statement attests that the employee, Commissioners, and committee member have received and understands the confidentiality policy and procedure as proclaimed by the Northern Ponca Housing Authority.

Staff, Commissioners, and committee members agree to comply with the understanding that breach of confidentiality will be grounds for immediate dismissal.

These signed statements will be made part of their personnel record and/or be kept on file in the Deputy Director’s custody.

SECTION I-2

INTERNAL

Within the Housing Authority, information will be disclosed only to those for whom it is absolutely necessary in order to assist the individual, the individual’s family, and/or significant others.

SECTION I-3

EXTERNAL

Information of identities of residents is not to be shared with other agencies or individuals without a signed "Release of Information" executed by the resident. There are some circumstances in which this policy becomes void and where we are required by law to release information. These include:

- If we become aware that a resident may be a danger to themselves or others.
- If we become aware of child abuse/neglect, in which case it will be reported to either Tribal Authorities or State Law Enforcement Authorities.
- If we are subpoenaed in court, and we are ordered by the court to testify.
- If our records are subpoenaed by the court, and if we are ordered by the court to release them.

SECTION I-4

GROUP USE

Employee shall engage in case conferences, staffing or case management, etc. only if a signed "Release of Information" for such activity is in the client's file.

SECTION I-5

RECORDS

Resident records are to be kept strictly confidential with dissemination only to staff who require it in order to perform their duties or for legal purposes.

Resident files, correspondence, memos, etc., will be maintained under lock and key. Caution must be used in handling client files to ensure that only authorized persons work with them. Files will be kept for the minimum time required by proper authorities. Purged files will be destroyed via paper shredder.

SECTION I-6

EMPLOYEES

Information pertaining to individual staff issues with respect to salary, disciplinary action, grievances, garnishments, family problems/relationships, etc., shall be kept confidential, except that disclosure shall be made when the employee is suspected of illegal activity or has violated any Housing Authority policy or procedure, provided that such disclosure shall be made only to the Executive Director.

It is the policy of the Northern Ponca Housing Authority, that upon resignation or termination of employment with NPHA, such individual will in no way use CONFIDENTIAL INFORMATION acquired or experienced while employed with the Housing Authority to deface or harm the NPHA, resident, family, and or coworker, etc.

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RECEIPT OF EMPLOYEE
CONFIDENTIALITY INFORMATION

I, _____, having had explained to me the confidentiality policy of the Northern Ponca Housing Authority.

By signing below I agree to comply with the Act. In addition, I understand the penalties set forth.

Signature

Date

Department Manager Signature

Executive Director Signature