

5. Where public refutation of statements made by, or on behalf of, a client is required to protect the integrity of the Agency.
6. Confidential client files must be securely locked up when not in use.
7. No more information than necessary will be disclosed when the above exceptions are invoked.

FINANCE:

All confidential SCCC financial files must be securely locked up when not in use.

HEALTH:

No information related to health status will be given out.

HUMAN RESOURCES:

The Director of Human Resources provides income or employment verification letters for staff. The staff person must provide in advance the organizational name and address information for such letters.

If the confirmation is verbal the information released will be based on a confirmation basis, i.e. the inquirer is to provide the information to be verified and confirmed. The staff must inform the Director of Human Resources in advance of an upcoming reference check.

Confidential personnel files must be securely locked up when not in use.

Formal requests from police regarding staff must always be directed to the Executive Director.

Internal policy regarding all other non-personnel requests, are to be provided by programs.

RECORDS:

If programs are regulated, statutes must be followed.