

8.04 Access to Employee and Personal Files

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc., to adhere to the privacy requirements of the Health Insurance Portability and Accountability Act and to treat the personal information of all employees and persons receiving services in a highly confidential manner.

Procedure:

All personal files and personnel files of persons receiving services will be secured in a central, locked location within each facility. A sign out/sign in log will be maintained at each location, identifying who removed the record, when, for what purpose and when returned. The record shall be handled so as to maintain the privacy and confidentiality of information at all times.

The following staff will have file accessibility authorization.

Personal Files

CEO/President

Director of Human Resources

Director of Safety and Security

Human Resource Staff

Director of Corporate Compliance

Compliance Auditor

Personnel Files

All who access Personal Files

Director of Contracts

Director of Retail

Retail Coordinators

Director of Finance

Area Managers

Administrative Employee Files

Director of Human Resources

CEO/President

The only items (copies only) permitted in an employee file at the work site are:

- Training Plans
- Emergency Medical Forms
- Employee Evaluation/Individual Plan
- Front side of the Individual Profile Form
- Log Notes
- Disciplinary Actions

In accordance with the Health Insurance Portability and Accountability Act (HIPAA), employees who wish to review their medical information should contact the Human Resource Department. (See Policy & Procedure 7.3, *Health Insurance Portability and Accountability Act*.)