3.1 SIERRA KINGS HEALTH CARE DISTRICT
GENERAL BUSINESS
POLICIES AND PROCEDURES

CONFIDENTIALITY OF BUSINESS INFORMATION – towards good general business practices for the Sierra Kings Health Care District. (the District)

PURPOSE:
The District believes in protecting information and privacy, while allowing its employees and other appropriate individuals (i.e., independent contractors, consultants, etc.) access to the information they need to successfully perform their jobs.

The District requires that all employees, and others who need access to District information, read, sign, and abide by the terms and conditions of the Confidentiality of Business Information Agreement.

DEFINITIONS:

"Confidential" means that District business information must not be revealed to or discussed with anyone who does not have a legitimate business reason to know the information.

"Business Information" is any information regarding the business and operations of the District obtained or to which you have access during the course of your work or association with the District. This may include, but is not limited to, information concerning employees, financial operations, marketing, performance improvement, risk management, procurement, contracting, and all non-public information covered by the California Uniform Trade Secrets Act.

"Information Systems" includes, but is not limited to, computers, telephones, fax machines, software, e-mail internet/intranet access and voice mail.

POLICY:
Employees' and non-employees' (including contractors, consultants, etc.) access to computerized information systems, business information, and other confidential information maintained in a paper format, is contingent upon execution of a Confidentiality of Business Information Agreement in accordance with the procedure set forth below.

All business information deemed by the District to be "confidential" or legal in nature shall be kept confidential and shall not be copied, transmitted, or removed from the premises of the District under any circumstances whatsoever, without the prior written consent of the District Administration.

PROCEDURE:

Employees

The Confidentiality of Business Information Agreement will be executed by each employee upon initial hire, prior to the time a password to the computer system is assigned and prior to access to confidential, proprietary, or sensitive business information. One copy of the Confidentiality of Business Information Agreement will be given to the employee and the other placed in the employee's personnel file. If an employee fails to execute the Confidentiality of Business Information Agreement, the employee's access to any confidential business information will be suspended, and access to confidential documents will be denied until the Confidentiality of Business Information Agreement is executed.

Computer access, security, and privacy are addressed during the employee's annual orientation.

Non-Employees (including, but not limited to, contractors)

The Confidentiality of Business Information Agreement will be executed by each non-employee upon initial assignment, at the time a password to the computer is assigned and prior to access to confidential information. One copy of the Confidentiality of Business Information Agreement will be given to the non-employee and the other will be delivered to and maintained by Administration. If a non-employee fails to execute the Confidentiality of Business Information Agreement, the non-employee's access to confidential business information and confidential documents will be suspended until the agreement is executed.

Computer access, security, and privacy are addressed at the time the non-employee is engaged.