

# Confidentiality

## What is confidentiality?

- **The safeguarding of information that is personal and private**
  - Pay status (what you earn)
  - Social Security Number
  - Any type of ID numbers/passwords, etc.
  - Date of Birth
  - Personal finances
  - Can you think of anymore?
  - Medical Information
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## Confidentiality applies in all the following situations:

- Medical concerns
- Workplace
- Home
- Social Gatherings
- Termination Records
- Compensation data
- Hiring Documents
- Conduct or disciplinary issues
- Drug testing
- Benefits enrollment
- Family business/issues
- Legal concerns
- Spiritual concerns
- Employee Files
- Absence Records
- Performance Reviews
- Workplace complaints
- Workplace information

## Group Discussion:

- **Have the group identify areas at RTC that require confidentiality, such as what goes on in groups, what people say, attendance, etc.**

### **Group Discussion:**

- **How do Facebook, texting, and other social media threaten privacy?**

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### **Who has access to YOUR information?**

- Only those with a “need” to know.
- Only those whom you share your information.

### **WHO is bound to keep confidentiality?**

- Human Resources
- Anyone who is in a supervisory role
- Your peers
- YOU

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**IT’S Important to “think privacy”**

### **We all have a right to privacy. What is Privacy?**

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### **Information about YOU is:**

- Your personal property – no one you do not authorize has any right to this.
- What are some types of personal property information you have?

### **What are the results of a breach of confidentiality, or lack of confidentiality?**

1. Loss of trust
2. Loss of confidence in others
3. Loss of loyalty
4. Loss of Self Esteem - Humiliation
5. Betrayal

6. Loss of relationships
7. Loss employment status
8. Loss of acceptance as a group/family member
9. Legal problems (law suits, etc.)
10. Possible Incarceration

## Ticket

Welcomed clients to Rehab education group this morning. After checking in with how everyone was doing at work and in their work search went on to discuss concept of “confidentiality” and what this means in terms of privacy and personal information. Group discussed their understanding of confidentiality and privacy. Confidentiality explained in terms of personal information, work place information, medical, spiritual, and all treatment issues as examples of confidential information. Examples of how confidentiality is breached with gossip and how ethical behavior is compromised with this.

### **Individual Note:**

Client participated in group discussion and was able to give personal examples of privacy issues. Eagerness to learn seems high and defensiveness low. Willing to engage.

### **Plan:**

- Continue working on work ethics and respect for self and others in the workplace.
- Continue working on issues associated with job/career success.