

CAMP CAMP CONFIDENTIALITY

- I. Discussion Around CAMPers** – Discussions of a personal nature or about sexual issues should be discouraged between CAMPers and should never occur between Staff at any time around CAMPers. A counselor should not initiate such a conversation, or continue it, with CAMPers or other Staff, at any time.
- II. Confidentiality** – It is CAMP policy to maintain the privacy of all the CAMPers and Staff.
 - A.** All volunteers and staff will be HIPAA trained.
 - B.** We do not release photographs, names, or contact information without written permission.
 - C.** All Staff and Volunteers are expected to keep information pertaining to CAMPers and/or fellow Staff members confidential. This means Volunteer or Staff members will not discuss diagnosis, medication, personal issues, etc.,
 - i.** This policy allows for discussing a specific issue or concern with a supervisor or medical staff member as an acceptable transfer of information. It is also understood that all CAMPers have information that must be communicated with those in direct care of the camper. Therefore, a counselor may pass on relevant information to fellow counselors in a tribe, to anyone on cabin duty, and to anyone watching the CAMPer.
 - D.** You will be held accountable to keep all CAMPer information as confidential as possible to protect the privacy and dignity of CAMPers. In any event, the first criterion for information disclosure is “need to know.”
 - E.** Volunteers and Staff may also be privy to sensitive information which may include, but is not limited to, CAMPer information, tribe assignments, counselor evaluations, personal information of counselors and CAMPers, etc. This information and any private discussions with the Assistant Camp Directors or members of Core or Tribe Staff are to be kept confidential.
 - F.** All Camp CAMP Staff and Volunteers are expected to maintain confidentiality. Breaking confidentiality of any CAMPer or Staff Member is conduct unbecoming of a Staff Member and grounds for disciplinary actions, up to and including termination.