

Adopted: March 9, 2010

Fire Chief Jim Spiegel

CONFIDENTIALITY OF INFORMATION & PRIVACY

It is the policy of the North Berrien Fire Rescue Department to ensure that the operations, activities, and business affairs of the North Berrien Fire Rescue Department and our clients are kept confidential to the greatest possible extent. If during the course of their employment, employees acquire confidential or proprietary information about the North Berrien Fire Rescue Department and its clients, such information is to be handled in strict confidence and not to be discussed with or distributed to outsiders. This includes any photographs taken during emergency operations. Employees are also responsible for the integral security of such information.

Employees found to be violating this policy are subject to disciplinary action, up to and including termination, and may also be subject to civil and / or criminal penalties for violations of, among other things, applicable securities laws.

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HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA):

For the purpose of overseeing all activities and policies related to HIPAA, the Department has designated the Fire Chief as the Privacy Officer. All employees of the Department are considered to have access to Protected Health Information (PHI) and must adhere to the North Berrien Fire Rescue Department HIPAA Policy & Procedures.

In accordance with the act, the Department has developed policies and procedures (NBFRD HIPAA Policy & Procedure Manual) for the administration of the act. The manuals are available at each fire station. All questions / inquiries should be directed to the Fire Chief. All members are required to sign a statement of understanding of privacy policies.