

Participant Privacy & Confidentiality

Privacy and Confidentiality is an expectation at The Hammertime Bros. regarding all situations, occurrences and private or confidential information you encounter.

Privacy and Confidentiality is:

The act of not disclosing information to anyone outside of The Hammertime Bros.

Ensuring that information is only communicated to relevant employees within The Hammertime Bros. for them to perform the duties of their role.

Keeping written or records of information regarding the participants private and secure.

The types of situations and occurrences that needs to remain private and confidential is:

- Participant details
- Participant supports and cares
- Interactions with participants
- Interactions with participants family

The types of information that needs to remain private and confidential is:

- Employee Information
- Managerial Information
- Business Information
- Participant Information
- Professional Information

Upholding Participant Privacy & Confidentiality

To protect participant privacy and confidentiality of their information it is integral that these steps are followed:

- Only provide private or confidential information to those who need to know
- Refrain from discussing any matters or information about the participants outside of rostered hours
- Do not contact or reach out to participants or their family members
- Keep confidential information in a secure location, not left unattended and locked away at night
- Ensure computers, devices and applications are protected with passwords
- Mark confidential information clearly and ensure it is shredded or correctly deleted before it is disposed of