



Risk Prevention and Management

Privacy Policy (RPM 6)

The Sts. Joachim and Ann Care Service protects confidential and other sensitive information that can be found in all types of records including case management, administrative, financial, health, and personnel records. These records are kept in locked file cabinets that are held in rooms with doors that lock (RPM 6.01d). Access to files is limited to authorized personnel on a need to know basis (RPM 6.01a). All electronic data is backed up regularly and copies are kept at an offsite location (RPM 6.01b). The computer system is secured with the appropriate firewalls to prohibit access from unauthorized personnel (RPM 6.01c).

Case records are maintained and stored for at least 7 years after case closing unless otherwise mandated by law (RPM 6.02a). After 7 years, records are shredded to protect the privacy and confidentiality of our clients (RPM 6.02b).

Confidential information, when electronically transmitted, is protected by safeguards in compliance with applicable legal requirements (RPM 6.03)

Our privacy policy is posted on our website, www.jacares.org (RPM 6.04)