



PATIENT & FAMILY ADVISORY COUNCIL (PFAC) COMMITTEE CONFIDENTIALITY AGREEMENT

I understand that I require information to perform my duties at Guadalupe Regional Medical Center (GRMC) for which I am volunteering. This information may include, but is not limited to, information on patients, employees, other workforce members, donors, research, and financial and business operations (collectively referred to as "Confidential Information"). Some of this information is made confidential by law (such as "protected health information" or "PHI" under the federal Health Insurance Portability and Accountability Act) or by GRMC policies. Confidential Information may be in any form, e.g., written, electronic, oral, overheard or observed. I also understand that access to all Confidential Information is granted on a need-to know basis. A need-to-know basis is defined as information access that is required in order to perform my work or volunteer duties. If my duties change, my need-to-know also may change.

I agree to the following:

- I will review the applicable Notice of Privacy Practices and GRMC policies on confidentiality and privacy, including any policies that are specific to the Patient & Family Advisory Council Committee. I understand that these will be made available to me by GRMC.
- I will access, use and disclose Confidential Information in keeping with the above mentioned policies and only on a need-to-know basis.
- I will contact my supervisor or manager (if applicable) in order to obtain proper permission before I make any other use or disclosure of Confidential Information. I will seek advice from PFAC or GRMC's HIPAA Officer and/or GRMC's Director of Risk Management or Legal Affairs to assure that the use or disclosure is within the law and GRMC policies.
- I will not disclose Confidential Information to other patients, friends, relatives, co-workers or anyone else except as permitted by GRMC policies and applicable law and as required to perform my work or volunteer duties.
- I will protect all Confidential information to which I have access, or which I otherwise acquire from loss, misuse, or unauthorized disclosure.
- I will not at any time or in any manner, directly or indirectly, access Confidential Information for purposes of distributing, selling, marketing or commercializing GRMC Confidential Information for personal gain.
- I will not post or discuss Confidential Information, including pictures and/or videos on my personal social media sites (e.g. Facebook, Twitter, etc.). Likewise, I will not post or discuss Confidential Information on GRMC-sponsored social media sites without the appropriate approval in accordance with established GRMC policies and procedures.



- I will not access, maintain or transmit Confidential Information on any unencrypted portable electronic devices (e.g. Blackberries, Androids, iPhones, iPads, etc.) and agree to use such devices in accordance with GRMC policies only.
- I will protect the confidentiality of all Confidential Information, including PHI, while at GRMC and after I leave GRMC.

All Confidential Information remains the property of GRMC and may not be removed or kept by me when I leave GRMC.

If I violate this agreement: if I am a volunteer, I may be subject to termination of my right to volunteer, under applicable program policies. In addition, under applicable law, I may be subject to criminal or civil penalties.