

## **Privacy Checklist:**

All Senior Therapists are required to abide by the following:

- Read the privacy policy and related documents and sign the confidentiality oath.

### Storage

- Electronic files must be stored on an encrypted USB key OR on a password protected laptop provided by AlphaBee (Client files should never be stored on a non-encrypted USB) and/or on company issued computers with passwords.
- Use passwords on all company phones and computers.
- Hard copy files must be kept in a locked filing cabinet in the locked office at AlphaBee.
- Clean desk policy - do not leave client information on your desk unattended. Must be locked up when not in use
- long term storage - boxed and labeled and sent to Hamilton to store in the vault for 7 years

### Transfer

- Never leave client files or materials in your car when you are not in your car or out at your home for others to access
- Any client files or materials you transport out of the office must be transported in a locked bag or briefcase. Files and materials at your home must be kept in a locked cabinet, bag or briefcase. Files and materials should not be kept out of the office indefinitely but only for purposes of transporting them to and from the client and the office. Files and materials must always be returned to the main office on a weekly basis and not kept on your person or in your home indefinitely.
- All work related emails should be sent through your work email that uses a secure server.
- When sending any client related documents electronically (e.g. email), you must password protect the documents using the following password format: first 2 letters of client's first name, first letter of client's last name, year of birth; all letters capitalized.
  - For example, for a client named John Smith born 2012 the password for any of his documents would be JOS2012
  - Do not send confidential information (e.g. videos or emails) via text or other social media messaging apps

### Shared Documents/Sharing information

- For shared documents:
  - Non-client related material may be shared using Google Drive. Each ST must create a Drive account using their AlphaBee email address (not using a personal email address)
  - Client related material and larger files are stored on our S3 Amazon Secure server. You will be provided with login details.
- Limit the sharing of information on a "need to know" basis

### Remote Sessions

- When conducting Telehealth sessions or distance meetings, staff will use a Zoom Business account (provided by AlphaBee), following all guidelines required to maintain privacy compliance
  - Forward-facing social media accounts (e.g. facebook, facetime, skype, etc.) are not permitted

### Referring to Clients in Communications

- Use initials when in text or email
- When speaking about clients be mindful of whether or not anyone who should not have access to the information can hear