



Karen Organization of Minnesota

မိနီဆိုင်းသားကရင်စေ့မျိုးသားစေ့စည်စေ့ချိုး
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Mission: To enhance the quality of life for all refugees from Burma in Minnesota

1.13 Client Confidentiality

Understanding confidentiality and data privacy issues is one of the most critical aspects of your work. It is your legal responsibility to observe and protect the rights of your clients and their families with regard to data that they have a legal right to expect will be kept confidential, and dealt with in a professional manner. Failure to do this can result in problems for the Karen Organization of Minnesota, the other professional staff that you work with, and also can result in discipline that could impact your employment status.

Only staff who are responsible for the preparation and delivery of related services, or who have a responsibility for protecting the health, safety, and welfare of the client may have access to written or oral information regarding the client. These individuals **must** treat this information in a professional manner, and be aware that federal and state law, as well as state and local policies protect the data privacy rights of the client and their families.

Some basic guidelines include:

Do not share information about clients or families with staff not involved with the clients program, in the office, or out in the community.

Never refer to clients by name in another staffing or conference setting, or with other clients.

Access individual client records through the proper procedure, with authorization, and for the sole purpose of being more effective in your work.

Speak and write responsibly and professionally when passing on information related to your work with clients, with an awareness of who may hear you or read your report.

Take questions you may have about the Karen Organization of Minnesota policies on confidentiality to your immediate supervisor.