



<b>Confidentiality</b>	
Date adopted:	Date revised: May 30, 2019

**Purpose**

To instruct employees maintaining the confidentiality of customers and fellow employees.

**GUIDELINES**

- 1) Each City of Rock Hill employee must maintain the confidentiality of customers and other employees at all times.
- 2) Drivers, dispatchers and all other staff are prohibited from sharing information about individual customers with other customers.
- 3) Employees are prohibited from sharing personal information about other employees with customers.
- 4) Employees are subject to the City of Rock Hill HIPAA policy on protected health information, which is provided to each employee at the beginning of their employment.