

**A WATCHFUL EYE HOMECARE AGENCY, LLC.  
PERSONNEL RECORD CONFIDENTIALITY POLICY**

**1. Policy:**

A Watchful Eye Homecare Agency, LLC policy is to maintain certain records on each employee, which are related to their job with the agency. A confidential employee file is maintained and kept up to date by the agency. Therefore, an employee is required to notify the agency immediately if there is a change in employment status or personal information. All information in the employee file is the agency's property.

The agency will not provide information, except name, job designation, work site and date of employment regarding its current or former employees, unless required by federal or state law or court order or requested by an authorized personnel of the Department of Health and Mental Hygiene. All employee information requests must be referred to the administrator. Other employees are not permitted to respond to reference request unless authorized to do so by the administrator.

**2. Guidelines to the Policy:**

**a)** Each employee's personnel file shall contain necessary job-related and personal information needed by A Watchful Eye Homecare Agency, LLC in conducting its activities or as is required by federal, state, local or department of health and mental hygiene. This information shall include:

- Identifying information such as employee's name, address and job designation.
- Completed employment application packets.
- Payroll information and benefit coverage information, if applicable.
- Performance appraisals.
- Other related document that may be required for employment purposes.

The agency reserves the right to supply information without notifying the individual involved in cooperation with law enforcement, public safety or medical officials who demonstrate a legitimate need to know the specific information.

**b)** The agency shall ordinarily honor subpoenas demanding production of information with respect to any employee and will seek to advise such employee unless otherwise prohibited by law. The agency has no obligation to contest the validity of any such subpoena.

**c)** The filing of claim by, on or behalf of an employee pursuant to an agency or public benefit program is deemed to be consent by the employee for release of any medical information appropriate in connection with processing of such claim.

**d)** To keep personnel records up to date, employees are required to notify the agency in writing of any changes in:

- Name and address,
- Telephone numbers,
- Marital status,
- Number of dependents,
- Emergency contact information,
- Education.

**e)** When a change in the number of dependents or marital status occurs, the employee should report to the agency to complete a status change application.

**f)** The agency shall maintain a personnel file at the business office for each employee and retain such folder for a minimum of 3 years after discharge from employment.

**g)** The interpretation of this policy is the sole responsibility of the administrator.

**h)** If an employee information is compromised by another employee of the agency for whatever reason, The agency will follow these procedures:

- Investigate the alleged compromise to find out who breach the policy.
- If fraud is suspected:
  - Report such incident to the appropriate authority if the company discovers it.
  - Cooperate with the law enforcement agency if discovered by the concerned employee.
- Terminate such employee immediately.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_