



CONFIDENTIAL PERSONAL INFORMATION POLICY SUMMARY

It is the policy of the Medical Board to protect the privacy and security of confidential personal information [CPI] that is maintained, accessed, or received by the agency.

Examples of CPI addressed by this policy include, but are not limited to, the following:

- Social Security numbers
- Complaint and investigatory information
- Patient records received as part of an investigation
- Employee medical information
- Results of criminal records checks
- Results of L.E.A.D.S. searches

The Medical Board restricts access to CPI to only those employees who need access to perform a specific, legitimate governmental objective on behalf of the Board.

Employees are only granted access to CPI systems that are necessary for the employee to perform assigned job duties.

Access to electronic data is granted through the use of assigned passwords

The appropriate level of access for each employee is re-evaluated periodically based upon job responsibilities.

Employees are expressly prohibited from accessing CPI for purposes that are not for a specific, legitimate governmental objective on behalf of the Medical Board.

Employees shall maintain confidentiality regarding CPI acquired while employed by the Medical Board, both during and after employment.