
COOK COUNTY DEPARTMENT OF PUBLIC HEALTH
STAFF/VOLUNTEER CONFIDENTIALITY RULES

Staff members and volunteers of Cook County Department of Public Health (CCDPH) may have access to client information in the performance of their duties for CCDPH. As such, they are required to adhere to the following rules as a condition of being permitted to participate in CCDPH programs and activities:

1. CCDPH staff/volunteers come into contact with client information in the course of their activities. CCDPH staff/volunteers are legally obligated to keep such information absolutely confidential and may not disclose client information, in any verbal or written communication either in the present or in the future, except as necessary to perform their assigned responsibilities for the CCDPH and except as required by law.
2. Staff members/volunteers shall exercise care and shall not discuss client information on phones or in person in hallways, elevators or other areas where persons other than CCDPH staff/volunteers may be able to hear their conversations.
3. Staff members/volunteers shall not leave client records in areas where persons other than CCDPH staff/volunteers may be able to view them. In no circumstances shall client records be left unattended or removed from CCDPH program locations.
4. Staff members/volunteers who are not willing to adhere to these CCDPH Confidentiality Rules are prohibited from participating in CCDPH programs or activities.