

City of Philadelphia
Philadelphia Department of Public Health

MEMORANDUM

To: PDPH Division Directors
From: Donald Schwarz, MD, MPH, Health Commissioner
Date: July 14, 2014
Re: Confidentiality Policy

PDPH is committed to protecting the confidential information we collect, use, and disclose in connection with our work. By doing so, we not only meet our statutory obligations but also engender public trust, enabling us to provide effective services, develop informed plans and policies, and understand the nature of disease in our community.

As such, we have developed a **PDPH Confidentiality Policy**, which is attached. This policy describes the appropriate processes for collecting, using, storing, and disclosing confidential information. Accompanying the policy is a brief *Question & Answer Document* and an *Acknowledgment Form* for employees. Thanks to you and your staff for providing critical input to the policy.

We aim to provide confidentiality training to as many PDPH employees as possible **by 12/31/14**. This will occur both through in-person trainings (see below) and an online self-study, which will be available at <http://citynet.phila.gov/health>. (The policy will also be posted here.) Once training is completed, employees will be required to sign an *Acknowledgment Form* and submit it to the PDPH Office of Human Resources. New employees will also be notified of this requirement.

I ask that each Division Director do the following by July 30, 2014:

1. Review the final policy and direct any questions to Joshua Roper, the PDPH Confidentiality Officer (Joshua.Roper@phila.gov)
2. Designate a Confidentiality Liaison for your division (you may choose to serve in this role yourselves). The responsibilities are described on page 24 of the policy.
3. Set up a meeting with Joshua Roper to develop:
 - An omnibus approval agreement for confidential information that your division shares regularly
 - A system for tracking training for contract staff. The DPH Office of Human Resources will track training completion for City staff.
4. Identify potential Fall 2014 dates during which a 45-minute training could be provided to your staff (regularly scheduled staff meetings would appropriate)