

CATHOLIC CHARITIES
AGENCY POLICIES AND PROCEDURES

Policy Name:	Security of Information
Domain:	Risk Prevention and Management 6.6
Policy Location:	www.archindy.org/intranet/shared/cci/index.html
Date of Adoption:	08/12
Effective Date:	08/12
Dates of Revision:	10/15; 5/19, 9/20, 4/24
References:	CCI Policies: Client Access to Case Records; and Case Records; Confidentiality; Email and Social Media; HIPAA policies; Emergency Preparedness Plan

POLICY: Catholic Charities will ensure all electronic and printed information is protected against intentional and unintentional destruction or modification and unauthorized disclosure or use. This policy addresses security of all types of paper and electronic information maintained by CC and/or designee including;

1. Case records and other information of persons served;
2. Administrative, financial, and risk management records and reports;
3. Personnel files and other human resources records; and
4. Performance and quality improvement data and reports

Procedure:

Security protection is maintained by:

1. Limiting access to authorized personnel on a need-to-know basis.
2. Confirming through an information services contractor the backing up of electronic data, with copies maintained off premises, maintaining procedures for managing data interruptions and resuming operations, and regularly testing CC's back-up plan including data restoration processes.
3. Confirming through an information services contractor the use of firewalls, anti-virus, related software, and other electronic safeguards.
4. Ensuring its electronic systems for managing protected health information (E-PHI) operates in compliance with all applicable regulations and limits access to information in accordance with client privacy protection and confidentiality rules.
5. Maintaining paper records in a secure location.
6. Monitoring security measures on an ongoing basis.
7. Having the ability to remotely wipe or disable mobile devices if applicable if device is lost, stolen, repurposed, or discarded.
8. Posting a privacy policy on all publicly accessible websites.

David J. Bethuram

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Executive Director

6/4/2024

Date