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<b>SUBJECT:</b>	Confidential Information Regarding Employees
<b>POLICY NO:</b>	VII:04
<b>APPLICABLE TO:</b>	All Employees
<b>PAGE NO:</b>	1 of 1
<b>EFFECTIVE DATE:</b>	August 1, 1993
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

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I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that any personal information regarding an HHRI employee be kept confidential.

Therefore, it is the policy of the HHRI that any information of a confidential nature involving a past or present employee not be released unless the person in possession of the information has been given the authority by Human Resources to release any information. The release of confidential data without official approval may result in disciplinary action for the employee releasing the information.

II. PROCEDURE:

- A. Any employee receiving any request for medical information, payroll information, verification of employment, references on a past or present employee, or any other information of a confidential nature about a past or present employee must be referred to the proper supervisor/manager (i.e., reference inquiries should be referred to the Human Resources Department only).
- B. If there is any question about who should fulfill the request for information, contact the Human Resources Department.
- C. The only information to be supplied to anyone over the telephone will be verification of employment and date of employment, and will be provided by Human Resources only.
- D. For information other than listed in II-C, it will be provided only within legally defined limitations.
- E. All employees are required to sign a Confidentiality Statement indicating they will not disclose any personal information obtained as a result of employment with HHRI.