



SUBJECT:	Non-Employee Confidential Information
POLICY NO:	VII:05
APPLICABLE TO:	All Employees
PAGE NO:	1 of 1
EFFECTIVE DATE:	August 1, 1993
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that information obtained as a part of conducting business should be kept confidential.

Therefore, it is the policy of the HHRI that any information of a confidential nature about the HHRI, its patients, or suppliers should not be divulged to anyone other than persons who have a right to know, or are authorized to receive such information. The release of confidential data without official approval may result in disciplinary action for the employee releasing the information.

Confidential information obtained as a result of employment with the HHRI is not to be used by an employee for the purpose of furthering any private interest or as a means of making personal gains.

II. PROCEDURE:

- A. Any employee receiving any request for information concerning HHRI, its patients or suppliers should refer the question to his/her supervisor/manager.
- B. If the supervisor/manager is unclear as to whether to respond to the inquiry, he/she should refer the question to the Office of Grants & Contracts.
- C. Requests for information made by any representatives of the media should be referred to the President of HHRI.
- D. All employees are required to sign a Confidentiality Statement indicating they will not disclose any confidential information obtained as a result of employment with HHRI.