



**Upper Bay Counseling & Support Services
Board of Directors**

**Policy 1
Confidentiality Statement**

The protection of confidential business information is vital to the interests and the success of Upper Bay. Such confidential information includes but is not limited to specific financial, personnel, and client data.

All patient protected health information (PHI) is automatically confidential.

It should also be assumed business information is confidential unless it is deliberately deemed not to be, or is part of public information as defined by state or federal law.

Questions regarding whether information is confidential or in the public domain should be referred to the Board President and the organization's Chief Executive Officer.