**Workforce Alliance of South Central Kansas**

**Transportation of Confidential Information Policy**

The Workforce Alliance (WA) maintains client files for program participants. The information contained in the client files is personal and confidential and should be treated as such at all times. Client files and the documents contained in a client file should rarely leave the office in which the file originated. However, there are times when client files or documents may need to be transported to another location. This policy sets the guidelines for transporting client files and documents.

Staff should only transport the necessary portions of the client file needed for the situation. Generally, only a portion of the client file would need to be transported, but there are situations in which the entire client file would need to be transported.

There are three situations when client files or documents would need to leave the originating office:

* Staff member is meeting with a client at a different office
* The client file or document needs to be reviewed by staff at another office
* Staff member is working from home

Staff must first have written approval from their supervisor prior to the transport. Staff must transport the client files or documents in a WA approved and provided locked container. The locked container shall be placed in the vehicle trunk during transport. If a trunk is not available the container shall be placed where it is not easily seen by others. The locked container shall not be left in the vehicle unattended.

Client files and documents shall remain in the locked container unless staff is working on the documents. When staff is working on documents care should be taken to ensure that others do not have access to the file or documents.

When the client files or documents reach their intended destination, staff should notify their supervisor. If the client files or documents need to be transported back to the originating office the same process outlined above shall be followed.

If at any time the information being transported is lost, stolen, damaged, or confidentiality is compromised staff shall notify their supervisor of the breach within 2 hours of the occurrence.

**Exceptions**

No exceptions to this policy will be allowed.