

10A NCAC 26D .0704 CONFIDENTIALITY OF CLIENT RECORD

- (a) All information contained in the client record shall be considered privileged and confidential, with the exception of matters of public record, as set forth in 5 NCAC 02D .0600.
- (b) The Department shall ensure confidentiality of client records during their use, transportation, and storage.
- (c) The Department shall ensure that information contained in client records is released upon the written authorization of the client, in accordance with other Department Rules, or as set forth in the provisions of G.S. 122C-55(c).
- (d) Employees governed by the State Personnel Act, G.S. 126, are subject to suspension, dismissal or disciplinary action for failure to comply with the rules in this Subchapter.
- (e) The Department shall inform all employees, students, volunteers, and all other individuals with access to confidential information, the provisions of the rules in this Subchapter. Such individuals with access to confidential information shall sign a statement of understanding and compliance.
- (f) Records shall be protected against loss, tampering, or use by unauthorized persons.
- (g) Records shall be readily accessible to authorized users at all times.
- (h) When consent for release of information is obtained, a time-limited consent, not to exceed one year, shall be utilized.

History Note: Authority G.S. 148-19(d);

Eff. January 4, 1994;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. June 20, 2015.