

## Ogle County Health Department

### **PRIVACY PRACTICES**

The Ogle County Health Department takes the protection of client information very seriously. We also follow State and Federal regulatory guidelines for privacy for both environmental and personal health services. To protect your personal information, we follow these guidelines:

1. All staff sign a “Confidentiality Statement” upon employment at the Ogle County Health Department. Confidentiality issues are reviewed often within program meetings and whenever there are questions. Staff do not discuss client issues outside of health department walls.
2. Personal interviews are conducted within private offices.
3. Personal health information is never released to anyone outside of the agency unless the client approves and has signed a “Release of Information” form.
4. The Ogle County Health Department follows federal HIPAA guidelines for citizens who are participating in any of our personal health services (WIC/Family Case Management Program/Immunizations). “Cornerstone Notice of Privacy”
4. Most environmental health information is considered public knowledge however we do not release this information unless a “Freedom of Information” request has been submitted. “Freedom of Information Request” form

The Code of Illinois does allow a public body to withhold certain records from public disclosure. These include, but are not limited to: private information, personal information, law enforcement records, preliminary drafts, business trade secrets, proposals or bids, and requests that are deemed unduly burdensome.