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**Template Privacy Policy**

[Recovery Home Name] is committed to respecting and protecting the privacy of all residents, staff, and volunteers in compliance with applicable laws and regulations. This Privacy Policy outlines how we collect, use, and safeguard personal and confidential information within our recovery home.

**Information Collection:**

We collect information that is necessary for the provision of services to our residents and the smooth operation of our recovery home. This information may include, but is not limited to:

· Resident names

· Dates of birth

· Contact information

· Health information

· Illicit Drug and Alcohol Screening

· Information on Medications taken and amounts

· Addiction treatment records

· Emergency contact information

· Financial information

**Information Security:**

Staff and volunteers of [Recovery Home Name] are committed to maintaining the security of all records and personal information. We follow strict procedures and protocols to ensure that information is kept confidential and secure. Unauthorized access, disclosure, or use of resident information is strictly prohibited.

All paper records are stored describe storage location. Any records found unsecured are to be reported to management immediately and the issue promptly addressed.

All electronic records are kept on password protected computer programs. Sharing of passwords and information is prohibited.

**Information Sharing:**

We may share resident information under the following circumstances:

With Consent: Resident information may be shared with external healthcare providers, treatment facilities, or support services with the resident's explicit written consent.

Legal Requirements: We may disclose resident information in response to a valid legal request, such as a court order or subpoena.

Health and Safety: Information may be shared to protect the health and safety of residents or others when there is an emergency or similar concern.

Service Coordination: Information may be shared among staff members and volunteers within [Recovery Home Name] for the purpose of coordinating and enhancing resident services.

**Social Media:**

[Recovery Home Name] is dedicated to protecting the privacy and confidentiality of all residents. Staff, volunteers, and residents are prohibited from posting any identifying information or images of residents on social media platforms or any other public forums without explicit written consent from the resident.

Residents are also asked to not post or share information that they learn about other residents on social media. Residents are also to not include any identifiable information about the recovery home on social media platforms. Should residents have questions about what information is appropriate to share on social media they may contact person.

**Policy Updates:**

This Privacy Policy may be updated periodically to reflect changes in laws, regulations, or our operational practices. Any revisions will be communicated to all staff, volunteers and residents.

Date Approved:

Date Updated: