| | CREATION DATE<br>February 15, 2012 | DATE REVISED<br>July 26, 2024 |
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| SSH<br>Society for Simulation in Healthcare<br>**CERTIFICATION** | POLICY AREA / CATEGORY | DATE APPROVED /EFFECTIVE DATE<br>March 01, 2012 |
| POLICY TITLE<br>CONFIDENTIALITY | VERSION | DATE REVIEWED<br>July 26, 2024 |

**SUMMARY & PURPOSE:**
The Certification Council has guidelines to safeguard information provided by applicants from unauthorized access, use, and disclosure in accordance with applicable law.

**DEFINITIONS:**
**Disclosure:** The release, transfer, provision of access to, or divulging in any other manner information outside of SSH or to an individual who is not part of the SSH staff and volunteers.
**Program:** elements of the certification program related to the development and delivery of the certifications provided by SSH.
**Use:** The sharing, employment, application, utilization, examination, or analysis of information within SSH or by an individual who is part of the SSH Workforce.
**Workforce:** Employees, volunteers, trainees, and other persons whose conduct, in the performance of work for SSH, is under the direct control of SSH, whether or not they are paid by SSH.

**POLICY:**
Use and disclosure of certification program and/or SSH information by persons within the scope of this policy are only permitted to the extent necessary for task performance. Any access, use or disclosure of certification program or SSH information for any other purpose is a violation of this policy and can result in disciplinary action up to and including termination and legal action.
**Permitted Use and Disclosure of Certification Program Information**
- Certification program information may only be used and/or disclosed in accordance with SSH policies or as required by law.
- Any information that is made publicly available by SSH (e.g., published on the website) is not bound by this policy. However, any information related to the development of this information (e.g., deliberations by the Certification Council) shall be considered private.

**Certification Records**
- All certification records and information about applicants, candidates, and certificants are considered private and confidential and are the property of SSH.
- No information about applicants, candidates, and certificants shall be shared except as approved by the individual(s) and/or within publicized policies and procedures, including handbooks.

**Safeguards**
- Persons within the scope of this policy must safeguard and keep confidential certification program and SSH information (whether oral, written, or electronic). Care is to be taken when accessing, handling, communicating, transmitting, transporting, and discarding certification program and SSH information to prevent unauthorized disclosure.

Volunteers on the Certification Council and all its subsets can be considered as performing work for hire for SSH Certification. The work must be conducted in a manner that meets the standards set by SSH Certification and protects the work appropriately. Individuals who are involved in roles at the Certification Council, Subcommittee, Working Group, and Task Force levels shall conduct the business with due diligence to the confidentiality of the work.
- Volunteers shall complete annually and submit to SSH Certification staff:
  - Confidentiality Form
  - Disclosure Form
- Volunteers shall adhere to the Healthcare Simulationist Code of Ethics

**SCOPE/APPLICABILITY:**
This policy applies to SSH staff and volunteers and other persons whose affiliation with SSH may place them in a position to have direct or indirect access to certification program information.

**PROCEDURES TO ENSURE COMPLIANCE:**

SSH Staff shall be responsible for ensuring that this policy is followed.

- Any suspected violations of confidentiality as described in this policy should be forwarded in writing (email is appropriate) to SSH staff and shall include information to support the investigation of the violation (e.g. description, witnesses, date and time, etc.).


**SUPPORTING/REFERENCE DOCUMENTATION:**
- Healthcare Simulationist Code of Ethics

**RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:**
- Council Annual Disclosures
- Confidentiality Form
- Policy: Code of Conduct
- Policy: Eligibility

**ASSOCIATED NCCA STANDARD(S):**
- 10, 10A, 10B, 10C, 10D, 10E

**POSTED PUBLICLY:  YES**