

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Confidentiality
Code: EB 3/93
Revised Date: 5/98, 6/03

Policy: 3
Eff. Date: 11/93
Rescinded:

Purpose: To identify the Association's position on confidentiality and identify how a member's interest and privacy shall be protected.

1. The interest and privacy of the members of the UOTA shall be protected.
2. The integrity of the Association shall be protected.

Procedures:

A. Mailing Labels and/or Database Information

1. Requests for purchase of mailing labels of the Association members is only authorized for continuing education purposes or in-state job recruitment
2. The requesting individual signs a Statement of Intent put forth by the Member Service committee Chairperson. (attached) The Intent form includes an option of Organizational membership (with benefits described).
3. The requesting individual pays fee of \$25.00; check payable to "UOTA".
4. The Member Service committee Chairperson sends the labels following receipt of payment and signed Intent.
5. Requests for mailing labels for other purposes will be reviewed by the EB.
6. The EB retains the right to reduce or erase a fee should the request be mutually benefiting UOTA and the requester.
7. UOTA members are discouraged from circumventing the above process or to provide non-UOTA members with Mailing labels or Database Information

B. Internet Access

1. The membership directory is not listed on the Internet or other public notice.
2. Prior to any member's address or phone number being listed on the Internet, written or verbal consent is obtained for each occurrence by the web page editor, from the member.
3. A "Member only" section exists on the UOTA website to facilitate privacy.