UNITE HERE HEALTH

Tips on Protecting Personal Information

At UNITE HERE HEALTH, protecting our members' (and their families') personal information is top priority. We not only safeguard their health-related data, but their demographic data as well (name, address, email, phone, date of birth, etc.). Read these tips if you're going to help with activities where you will be exposed to personal data. *Let's work together to ensure that everyone's information is SAFE and SECURE!*

DO

- Speak as quietly as possible; that prevents other people from hearing information they shouldn't.

- Proof documents such as marriage and birth certificates may be required for enrollment events. Members can upload these documents by taking a clear photo of the documents with their phone or tablet and attaching them to their online application. They can also mail or fax them to the appropriate office. Be sure that no one leaves their proof documents at the event, as paper is sometimes harder to safeguard than electronic information.

- Think about how you would want *your* information to be protected—that is often the best way to determine what to do and what not to do.

DON'T

- Whenever possible, avoid having members write down any personal information. If they must, have them either take the paper with them or shred it. Never throw personal information in the garbage where it could be picked up by someone else.

- You should never repeat, or use, any information that you learned while assisting individuals, and you should keep this information confidential forever. This includes not sharing information with coworkers who are not involved in the activity. Keeping this information private should be a priority!

If you have any questions about protecting personal information, talk to your UNITE HERE HEALTH contact.