Trindel

Insurance Fund

Alpine - Colusa - Del Norte - Lassen - Modoc - Mono - Plumas - San Benito - Sierra - Sutter - Trinity

A Joint Powers Authority Established in 1980

www.trindel.org

Confidentiality Policy

As part of your responsibilities at Trindel Insurance Fund (hereafter referred to as the "Fund"), you may learn of or be entrusted with sensitive information of a confidential nature about Fund residents or Fund business. These records may only be used in performing work for the Fund and should not be divulged to other Fund employees without a business reason. You also must not divulge the information to any non-Fund employee or other third party except with the direct written authorization of the Executive Director or the Trindel Executive Committee. Any communications of a confidential nature such as, medical records, personnel actions, and legal matters are communicated only to those with a legitimate business interest to have such information or knowledge.

If you leave employment with the Fund for any reason, we ask that you continue to treat as private and privileged any such sensitive information. You should not use, divulge, or communicate to any person or entity any such sensitive information without the express written approval of the Executive Director or the Trindel Executive Committee. The Fund will pursue legal remedies for unauthorized use or disclosure of sensitive, confidential information.