

SUBJECT: TRANSPORTING OF CONSUMER RECORDS

EFFECTIVE
DATE: 04-20-11 (replacing 12-23-09)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

Consumer records are the property of McIntosh Trail CSB. Therefore, it is the policy of McIntosh Trail CSB to protect consumer records at all times, including the transporting of consumer records from one site to another within the organization.

PROCEDURE

When consumer records are transported from one site to another, the record(s) will be placed in a closed container and marked "**CONFIDENTIAL**". The staff member responsible for transporting the record(s) will insure that the record is secured at all times and will not allow the record(s) to be left out in the open. Consumer records **WILL NOT** be removed from the service site for any reason other than to be transported to another service site or to court, unless subpoenaed or court ordered. Under no circumstances are consumer records to be left in an unattended vehicle.