

Information Sharing Tips

Inside your organization

DO	DON'T
<ul style="list-style-type: none"> ✓ Do share client information with those who need to know ✓ Do share only what those involved need to know ✓ Do consider privacy of location when sharing information ✓ Do share sensitive information sparingly when required ✓ Do share documents in a manner that safeguards privacy ✓ Do share electronic information securely using strong encryption 	<ul style="list-style-type: none"> ✗ Don't discuss clients with past staff ✗ Don't share details if sharing the outcome will suffice ✗ Don't discuss clients in public settings ✗ Don't share sensitive information if it can be avoided ✗ Don't distribute documents if electronic versions can be accessed securely ✗ Don't discuss clients over personal email or social media

In your reports

DO	DON'T
<ul style="list-style-type: none"> ✓ Do include all necessary and relevant information ✓ Do make deliberate decisions to include sensitive client information if necessary ✓ Do refer to others in the client's life when relevant 	<ul style="list-style-type: none"> ✗ Don't provide more detail than necessary for the purpose of the report ✗ Don't include sensitive information about the client without consent ✗ Don't include private information about others without consent

Outside your organization

DO	DON'T
<ul style="list-style-type: none"> ✓ Do share information with prior consent in a timely manner ✓ Do limit information sharing to what is necessary and relevant for the purpose ✓ Do ensure that you have consent to share information with all attendees prior to meetings ✓ Do transmit documents using a traceable method to protect privacy ✓ Do obtain consent to share information electronically and use strong encryption and password protection 	<ul style="list-style-type: none"> ✗ Don't share more information than has been requested ✗ Don't provide sensitive information if more general information will suffice ✗ Don't disclose information in meetings if you are uncertain about consent ✗ Don't ask another agency to share documents on your behalf ✗ Don't discuss clients using identifying information via external email

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