



Petersburg Volunteer Fire Department

Petersburg Volunteer Fire Department (PVFD) Policy:

Confidentiality and Privacy of EMS-TEI Records

1. Purpose

The purpose of this policy is to establish clear guidelines and requirements for the **Petersburg Volunteer Fire Department (PVFD)**, operating as an Emergency Medical Services Training and Educational Institution (**EMS-TEI**), regarding the secure maintenance and protection of all confidential records related to patients, students, and faculty. This ensures compliance with applicable federal, state, and local privacy regulations, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA), where applicable to training records.

2. Policy Statement

The PVFD EMS-TEI shall strictly maintain and protect the privacy, security, and integrity of all records pertaining to the **health and safety of patients, students, and faculty members** that are obtained or developed through, or as a result of, participation in the EMS-TEI's training and educational activities. All personnel must adhere to the highest standards of confidentiality and follow documented procedures for record access, storage, and disposal.

3. Scope of Protected Records

This policy applies to all records in any format (physical, electronic, or verbal) that contain sensitive, personally identifiable information (PII) or protected health information (PHI). These records include, but are are not limited to:

3.1 Patient Records

- Any patient care reports (PCRs), run sheets, or documentation used for training purposes (e.g., field internships, patient simulation scenarios, case studies), ensuring all PHI is de-identified or handled in compliance with HIPAA.
- Medical data, diagnoses, treatments, or outcomes used in classroom instruction or practical skills sessions.

3.2 Student Records



- Medical and immunization records required for participation in clinical or field rotations.
- Documentation of injuries, exposures, or health incidents occurring during training.
- Academic records, performance evaluations, grades, disciplinary actions, and student demographic data (to be handled in compliance with FERPA principles).

3.3 Faculty Records

- Medical certifications, professional licenses, and health status records required for employment or program participation.
 - Documentation of injuries or exposures occurring during instructional duties.
-

4. Procedures for Record Maintenance and Protection

4.1 Access Control

- **Need-to-Know Basis:** Access to protected records shall be limited strictly to PVFD EMS-TEI personnel, Medical Director, and authorized administrative staff who require the information to perform their official duties (e.g., student grading, clinical placement, regulatory reporting).
- **Authorization:** Access to records must be explicitly authorized by the Program Coordinator or designated Privacy Officer.

4.2 Physical Security

- Hard-copy records containing protected information must be stored in **locked filing cabinets or rooms** with limited key/code access.
- Sensitive documents must not be left unattended in public areas or accessible workspaces.

4.3 Electronic Security

- Electronic records must be stored on **secure, password-protected systems** and devices that meet current encryption and cybersecurity standards.
- Access credentials (passwords) must be unique to each user and changed regularly.
- Transmission of electronic records containing protected information must utilize secure methods (e.g., encrypted email, secure portals).



4.4 Training and Awareness

- All PVFD personnel and faculty involved with the EMS-TEI shall receive **mandatory, periodic training** on privacy policies, including HIPAA/FERPA principles, data handling procedures, and the consequences of violating confidentiality.

4.5 Record Retention and Disposal

- Records shall be retained only for the period required by applicable state and federal regulations.
- When disposal is necessary, hard-copy records must be **shredded** or pulverized, and electronic records must be **permanently erased** or degaussed to prevent reconstruction.

4.6 Reporting Breaches

- Any suspected or actual breach of confidentiality or unauthorized access to protected records must be reported immediately to the **PVFD Program Coordinator** for investigation and required regulatory notification.

5. Violations

Failure to comply with this policy may result in disciplinary action up to and including termination of employment or volunteer status, legal action, and potential civil or criminal penalties for the individual and the PVFD.

END OF POLICY

Policy Approved By:

Approved on (Date): 12/09/25

Brian K Copeland
 Brian K. Copeland
 EMS Coordinator

Brian Hall
 Brian Hall (Dec 9, 2025 15:46:55 EST)
 Brian Hall
 Assistant Chief (Chief Elect)

PVFD2025-0001 Privacy Policy

Final Audit Report

2025-12-09

Created:	2025-12-09
By:	Brian Copeland (briankopeland@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqGm0nOplDpxKwdzuQS9S9zfYsEI2pNKG

"PVFD2025-0001 Privacy Policy" History

-  Document created by Brian Copeland (briankopeland@gmail.com)
2025-12-09 - 8:44:33 PM GMT
-  Document emailed to Brian Hall (bhall.petersburgkyfd@gmail.com) for signature
2025-12-09 - 8:44:38 PM GMT
-  Email viewed by Brian Hall (bhall.petersburgkyfd@gmail.com)
2025-12-09 - 8:46:03 PM GMT
-  Document e-signed by Brian Hall (bhall.petersburgkyfd@gmail.com)
Signature Date: 2025-12-09 - 8:46:55 PM GMT - Time Source: server
-  Agreement completed.
2025-12-09 - 8:46:55 PM GMT