



# Union Center Fire Company, Inc.

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## Memo

To: All Members  
From: Board of Directors  
Date: July 15, 2012  
Subject: Private Information Policy

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### **Information Protection**

Information is vital to our emergency operations. From preplan information about residences and businesses in our district, to private personal and medical information that is obtained during the course of an incident, we encounter information that is not readily available to the public. With this privileged access to personal information comes a responsibility to protect it. It is essential that our community feels that they can trust us to handle this information properly.

As a member of the Fire Company, you must not disclose this information outside the company, except in accordance with applicable laws. In addition, information in the public record, such as birth dates, phone numbers, and addresses, that is obtained through the business or operations of the fire company, is not to be disclosed. Furthermore, information related to incidents, such as the possible cause of a fire or the circumstances of a medical emergency, is not to be disclosed outside the official reporting channels.

### **Inadvertent Disclosure and Sensitivity**

We live in an age where pictures, audio, and video of an emergency scene can be made available around the world as the incident is still in progress. Extreme care must be taken to ensure that families do not learn that their loved ones are involved in an emergency through the inadvertent disclosure of this information. Also, after the families and the public are notified, any pictures, audio, and video that are made public should not contain anything that could be considered disturbing or offensive. This extends to pictures, audio, and video of an incident in any district that is taken while a member is not performing duties of this fire company, but could be associated with our company because the content relates to emergency operations.

In addition, discussions about an incident should not occur in public places where someone may overhear the conversation. Even discussions about routine incidents could contain information that is upsetting to the general public.

Proudly Serving The Community Since 1947