**Privacy and Security Best Practices**

**Wear your ID Badge**

All employees must wear their photo ID badge at all times while on campus. In addition to state law and Joint Commission regulations, hospital policy requires all staff, employees, faculty, volunteers, and students to wear hospital identification while on duty. [Policy# 9.15 Staff Identification]

The badge is meant to ensure patients, visitors, and other hospital staff knows the identity and role of the person wearing the badge.

- All visitors must obtain a visitor ID badge through their sponsoring clinical service or department.
- All vendors must obtain a vendor ID badge through materials management.
- Employees who need an ID badge replacement are to contact their department manager.
- The badge buddy program is being implemented to clearly identify the role of staff.
- If you see someone in your work area that you do not recognize and is not wearing an ID badge, you should not hesitate to ask for identification.

**Physical Security Awareness**

It is important to be aware of your physical surroundings. Below are individual actions which will help improve the physical security for all employees.

- When you enter or leave a secure area, check to make sure the door has locked behind you.
- Ensure your office or office suite door is locked after hours.
- Remember to close and lock office windows.
- Contact Security if you feel threatened or unsafe for any reason.

**IT Security**

Never share your password with anyone. Never allow others to work under your user ID and password. Always lock or logoff your work station when you walk away. Do Not click on links in email messages from people you don’t know, as they may contain viruses and malware that can be installed on your computer. Do NOT access patient information unless your job requires you to do so or you have written authorization from the patient.

**Report a Privacy Breach:**

Report every potential breach of protected health information (PHI):

- Privacy Officer: Maggie Rykowski (415) 206-4294
- Privacy Hotline: (415) 206-2354
- Email contact: Maggie.rykowski@sfdph.org or suna@sfghdean.ucsf.edu
- Reference to Reporting a privacy breach policy [#8.27]

The privacy office also provides consultation on all privacy related questions. If you have any questions, please feel free to contact us.