

Enhanced Collaborative Model Task Force to Combat Human Trafficking

Confidentiality Protocol Checklist

The purpose of this checklist is to provide a list of items Enhanced Collaborative Model anti-human trafficking task forces should consider when developing a confidentiality protocol. This checklist can be used as a guide for the development of a strong protocol. While it is not mandatory to include all items, it is recommended that task force members discuss and agree what should be included specific to their local task force.

Maintaining confidentiality within a multidisciplinary team can be a complex process. Developing a detailed protocol for maintaining confidentiality can minimize challenges.

Developing a confidentiality protocol will allow task force members to:

- 1 **Clarify** the various professional roles of task force members and corresponding mandates for confidentiality of each of those roles;
- 2 **Agree** on clear expectations for confidentiality based upon a shared understanding; and
- 3 **Minimize** the extra time and effort needed to navigate confidentiality on a multidisciplinary team.

Instructions: Review and discuss the below list of considerations to include when developing a confidentiality protocol with task force members.

Confidentiality Protocol Checklist		
Section	Item	✓
Introduction to Task Force Confidentiality Protocol	Purpose of task force confidentiality protocol	
	Overview of federal, state, local, and tribal laws regarding privacy and obligations of confidentiality	
	Individuals who assisted in development of protocol (includes representatives from law enforcement, victim services, and prosecution)	
	Schedule for periodic review and update of protocol	

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How Task Force Partners Maintain Confidentiality in Their Work and Within the Task Force	General law enforcement confidentiality practices (responsibilities of law enforcement to maintain confidentiality)	
	General victim service confidentiality practices (responsibilities of victim services to maintain confidentiality)	
	General prosecution confidentiality practices (responsibilities of prosecution to maintain confidentiality)	
	Victim-centered, trauma-informed procedure for discussing shared cases within the task force, while maintaining confidentiality	
	Expectations and limitations to confidentiality across members	
	Review of confidentiality agreements from various agencies such as federal vs. state vs. local	
	Discussion of confidentiality in memorandums of understanding	
Handling and Managing Confidential Data	Individuals responsible for ensuring all data remains confidential	
	Coding system for storing and referencing cases and data without using identifiable information and minimizing duplication	
	Security requirements for data storage of confidential information	
	Procedures for transferring data between task force members	
	Procedures for maintaining confidentiality for each data source	
Maintaining Confidentiality of Tips	Security procedure for sharing tips with other task force members (e.g., encrypted emails, phone calls)	
	Security requirements for storing information related to tips (e.g., password-protected database)	
Administrative Oversight for Maintaining Confidentiality for Task Force Members	Confidentiality agreement for all task force members to sign	
	Procedure for ensuring new task force members learn about the confidentiality protocols	
	Procedure for checking data to ensure confidentiality is upheld	
Identifying and Handling Breaches of Confidentiality	Reasons and procedures for when confidentiality must be breached	
	Procedures for identifying, managing, and reporting an inappropriate breach of confidentiality	