

Division of Transfusion Medicine
Blood & Platelet Center
Los Angeles, CA 90024

UCLA Blood & Platelet Center—Confidential Information

The UCLA Blood & Platelet Center (BPC) is regulated by the FDA, AABB, and the State of California. These agencies require that the BPC takes steps to ensure:

1. The confidentiality of the blood donation process, and
2. That there exists a system designed to prevent unauthorized access and ensure confidentiality of blood donation records.

All volunteers associated with the BPC, whether they are involved in activities at one of the fixed sites or are involved in mobile collections, are subject to all regulations designed to ensure donor confidentiality and the integrity of the donation record.

Volunteers may be asked to perform tasks that include access to confidential information. It is the responsibility of all volunteers to preserve and protect donor confidential information.

In the BPC, examples of confidential information may include, but is not limited to:

1. Donor demographics, which may include: name, date of birth, street address, email address, phone number, etc.
2. Information found within the donor history questionnaire
3. Information that may be accessible to Site Coordinators via the eDonor application
4. Donor's blood type and/or donor status
5. Visual observations of a donor receiving medical care or accessing services
6. Verbal information provided about the donor

Without the explicit authorization from the donor access, discussion, or disclosure of confidential information, when not required to perform an assigned task, is a breach of confidentiality and a violation of UCLA policy. Breach of donor confidentiality may be subject to civil penalty or criminal action for invasion of privacy and may be cause for dismissal and revocation of computer access.

Acknowledgement of Responsibility:

I acknowledge that I am obligated to protect confidential donor and recipient information. I understand that my obligation of confidentiality regarding donor information will continue after I terminate my volunteer activities at the BPC.

| Date | Volunteer (Print legal name) | Signature of the Volunteer (Only if >18 yrs of age) | Signature of Witness |
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