

PROCEDURE

Series: HR-Practices COA: HR 3.05, 5.02; ETH 2, 4, 5;
TS 2.01

Procedure Name: Intellectual Property & Confidential Information

Procedure Number: HR 2418

Reviewed Date: 1/20/13, 4/6/16, 4/16/24, 10/14/2025

Revision #/Date: (1) 2/16/13, (2) 8/7/19

Effective Date: 02/06/07

Applicable to: All Family Partnerships of Central Florida (FPOCF) independent contractors, temporary staff, interns, volunteers

PURPOSE: To maintain the proprietary rights and confidentiality of information of FPOCF to safeguard the confidential and protected health information of clients and employees and to protect proprietary information of the agencies.

References:

PROCEDEDURE

1. In the scope of their job responsibilities, employees, independent contractors, temporary staff, interns, and volunteers of FPOCF may write, design, develop, create, implement or deliver certain work product(s).
2. These include, but are not limited to, promotional ideas, trademarks, service marks, logos, designs, business, marketing, advertising and/or sales concepts or strategies, research, programs, documentation, systems, data, database development, reports, analyses, designs, training curriculum, toolkits, assessment tools, logistical techniques, or methodologies, in all media and forms of expression.
3. These, whether or not completed, relating to the business of the agency, including without limitation, all copyrights, patents, trade secrets, or other intellectual property rights associated with any concepts, techniques, inventions, processes, programs or works of authorship developed or created by any employee or other covered individual with a relationship with the agency during the course of performing work for the agency or its clients, shall belong exclusively to the agency under which it was developed, and shall, to the fullest extent possible, be considered a work product made by employee or other covered individual for hire for agency within the meaning of Title 17 of the United States Code.
4. To the extent that the work product may not be considered work made by "employee for hire for agency", employee and other parties covered by this procedure agree to assign, and automatically assign at the time of creation of the work product, without any requirement of further consideration, any right, title, or interest employee or related party may have in such work product to FPOCF. Upon the request of an agency of FPOCF, the employee or other related party shall take further actions, including execution and delivery of instruments of conveyance, as may be appropriate to give full and proper effect to such assignment.

5. Further, as much of the sensitive client data utilized by the staff of FPOCF, if applicable, is protected under HIPAA and other regulations, it is expressly prohibited for this data, information, or copies of same, to be duplicated and/or used on a home computer. This equally applies to other related parties including independent contractors, temporary staff, interns, or volunteers.
6. Each employee, independent contractor (in direct service), temporary staff, intern and volunteer (in direct service) completes the Security Awareness Training required by the Florida Department of Children and Families and acknowledges at the end of this training that the security of this "Confidential Information" cannot be used outside of FPOCF (if applicable) network for obvious security breach issues and to ensure compliance with HIPAA. FPOCF closely monitors compliance with Statute, Administrative Code, and/or Federal Regulations and strives to ensure complete compliance.
7. Each employee, independent contractor, temporary staff, intern and/or volunteer understands that as an employee or related party of FPOCF he or she may have access to or become acquainted with confidential information, trade secrets, inventions, innovations, processes, programs and/or program models, compilations of information, records, and sensitive client information and database programs owned or licensed by FPOCF in connection with the operation of its business including but not limited to, its business processes, strategic plans, training curriculum, toolkits, organization objectives, financial data, methods, client lists, client Protected Health Information (PHI), procedures and source material.
8. This type of information is construed as both "proprietary" and "Intellectual Property" of FPOCF. The employee or related party agrees that he or she shall not disclose any of the aforementioned, directly or indirectly, or use any of this information in any manner, either during the course of his or her employment, or working relationship or any time thereafter, except as required and specifically authorized by FPOCF. All files, records, documents, information, letters, notes, data, data sets, databases, programmatic elements, program models, training curriculum, toolkits and similar items relating to the business of FPOCF whether prepared by the employee or related party or otherwise, coming into the individual's possession, shall remain the exclusive property of FPOCF. The employee or related party shall not make or retain any copies of the foregoing.
9. Upon the termination of employment, contracted period of time or relationship with FPOCF or whenever requested by the management of FPOCF, the individual shall immediately deliver all such files, records, documents, data, information, and all other items in the individuals' possession or under his or her control.
10. During employment, a violation of this policy is grounds for disciplinary action up to and including termination. During a contractual or other relationship, a violation of this policy will be grounds for the agency to sever the relationship. After employment separation, an ex-employee who violates this policy and discloses FPOCF confidential and proprietary property will be subject to legal action to the fullest extent of the law.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 10/23/2025