

## **Charleston County Coroner's Office Policy #9**

**Title:** Confidentiality

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### 9.1 POLICY

1. All employees, interns, students, or others deemed necessary by the Coroner are required to sign the Charleston County Coroner's Office Confidentiality Agreement. "Confidential Information" means any information, media, or data that should reasonably be recognized as undisclosed, nonpublic information regarding a death investigation or personal information of a decedent. This information, media, or data, whether in tangible or intangible form may include, but is not limited to, the name of a decedent, their cause of death or manner of death, or any personal information of a decedent such as date of birth/death, Social Security number, address, conversations regarding a death investigation, internal reports or data in the case file, all photographs, emails, communication notes, autopsy reports, toxicology reports, law enforcement records, financial records, statistical records, suicide notes, any and all other documents or reports regarding a case.
2. Nothing in this policy prohibits the appropriate release of a decedent's name, "Cause" and "Manner" of death in accordance with the "Release of Information Policy" or in accordance with any applicable investigating law enforcement agency's request, judicial order or subpoena.

3. The disregard of this policy as deemed by the Coroner will be grounds for disciplinary action up to and possibly including immediate termination and/or criminal prosecution.