

WELLS COLLEGE PRIVACY POLICY NOTICE

Purpose Of This Notice:

Wells College is required by law to protect the privacy of your health information and to provide you with a copy of our Privacy Policy Notice. The notice describes the ways we will use and disclose your health information. Keeping this information secure is a top priority and we are pleased to share with you our Privacy Policy. A copy of this notice will always be available in the College's Human Resources Office.

Our Privacy Policy

Purpose of this notice of privacy practices:

Wells College is committed to protecting the privacy of information we gather about you while providing you health-related services. We collect health-related information (PHI) about our students, faculty and staff, and in certain cases, their family members.

Some examples of protected health information are:

- Information about your health condition
- Information about health care services you have received or may receive in the future
- Information about your health care benefits under an insurance plan
- Geographic and demographic information (where you work, live, your race, ethnicity, gender or marital status)
- Unique numbers that may identify you (such as social security number)

This notice describes our health information privacy practices and compliance by:

- All employees who are authorized to gather medical information
- All employees who have access to your medical information

How we may use and disclose your health information:

- Determine eligibility for insurance benefits or payments
- Process or complete a transaction (i.e. enrollments or cancellations)
- Law enforcement
- Government authorities pursuant to law
- Individuals that you have specifically authorized in writing
- Public Health Activities, as authorized or required by law.
- Victims of Abuse, Neglect or Domestic Violence. As authorized or required by law, we may release your health information to a public health or government authority that is authorized to receive reports of abuse, neglect or domestic violence.
- Lawsuits and disputes
- To avert a serious threat to health or safety. As authorized or required by law, we may use your health information or share it with others when necessary to prevent a serious threat to your health or safety, or the health or safety of another person or the public. In such cases, we will only share your information with someone able to help prevent the threat.
- Workers' compensation. We may disclose your health information for workers' compensation or similar programs that provide benefits for work-related injuries.

Authorization for use and disclosure of health information:

Other uses and disclosures of your health information not covered by this notice or the laws that apply to Wells College will be made only with your written authorization. In those instances, we will provide you with the authorization form to sign. You may revoke your authorization, in writing, at any time except to the extent we have already relied upon it.

Depending upon the nature of your health information, we may be required by law to comply with additional requirements prior to using or disclosing your health information.

Your rights regarding your health information:

You have the following rights to access and amend your health information. These rights are important because they make sure that the health information we have about you is accurate. They may also help you control the way we use your information or share it with others, or the way we communicate with you about your medical matters.

- You have the right to inspect and obtain a copy of any of your health information that may be used to make decisions about you and your treatment for as long as we maintain this information in our records. To inspect or obtain a copy of your health information, please submit your request in writing to: Wells College Privacy Officer, Human Resource Office, 170 Main Street, Aurora, NY 13026
- You the right to receive an accounting of all disclosures of your health information.
- You have the right to amend your health information. Should you wish to amend your health information please submit your request in writing to: Wells College Privacy Officer, Human Resource Office, 170 Main Street, Aurora, NY 13026

Should the College deny your request to amend your health information you will have the right to have certain information related to your requested amendment included in your records. All denials will be in writing and will include how to file a complaint with the College or with the Secretary of the Department of Health and Human Services.

Our practices regarding information confidentiality and security:

- We train our employees to protect all protected health information
- We continually enhance our security tools and processes
- Our system uses technologies such as firewalls (which protect systems from intrusion)
- We restrict access to PHI to those employees of the college and our affiliates who need to know in order to do their job and to provide the necessary services to you

Our practice regarding non-retaliation and non-waiver of rights:

Wells College does not discriminate, intimidate, threaten, coerce, or take any other retaliatory action against any individual or employee for exercising his/her right to file a complaint with the designated privacy officer or with the Secretary of the United States Department of Health and Human Services. Wells College does not intimidate, threaten, coerce, discriminate against, or take any other retaliatory action against any individual or employee for testifying, assisting, or participating in an investigation, compliance review, proceeding, or hearing regarding an alleges violation under HIPPA and the Privacy Standards.

In addition, Wells College may not require any individual or employee to waiver his/her rights under HIPPA and/or the Privacy Rule as a condition of the provision of treatment, payment, enrollment in a health plan, or eligibility benefits.

This statement is meant to inform you of how Wells College treats Protected Health Information. You do not need to call or do anything as a result of this notice.