Policy Number: HC-15	Page: 1	Of: 1
Title: Individual's Right to Notice of Privacy Policies		
Regulatory Authority: HIPAA Regulations, FERPA Regulations, ORC, OAC		
Effective Date: 01/19/2021		
Reviewer/Job Title: Director of Operations		

(A)Individual's Right to Notice of Privacy Policies
Individuals (or their parents) are entitled to a notice detailing the privacy practices of the board. The board will provide such notice in a manner compliant with both the HIPAA and FERPA regulations.

Audience

Privacy Officer

REFERENCES

45 CFR 164.520 Notice of privacy practices for protected health information

45 CFR 164.502(i) Uses and disclosures consistent with notice

34 CFR 99.7 Notice (FERPA)

1) **Drafting of Notice**. The Privacy Officer shall draft a notice which is compliant with the requirements of the HIPAA regulations and FERPA regulations. This shall include translations as necessary based on the language needs of the individuals served. Further, the notice shall be consistent with the board's privacy practices as detailed in these policies.
2) **Updating Notice.** The Privacy Officer shall update the Notice as necessary based on changes in the board's privacy policies and/or the legal requirements. Upon update, the website and notices posted at each facility (see below) shall be updated.
3) **Distribution of Notice.** The Privacy Officer shall insure that Board policies and procedures, are maintained to insure appropriate distribution of Notice:
   a) The first distribution shall be documented in the records of the individual served. This documentation shall consist of a signed acknowledgement that the individual or parent received the Notice, for compliance with HIPAA requirements.
   b) While the individual is in Simon Kenton School the Notice shall be distributed annually to all parents, in compliance with FERPA requirements for Annual Notice.
   c) An additional copy of the Notice shall further be provided upon request by an individual or parent.
4) **Posting of Notice.** The Privacy Officer shall insure that the Notice is posted:
   a) **Website.** On the board's website.
   b) At Each Facility. At each facility, in a place where individuals served can be reasonably expected to see the notice.