Policy Number: HC-17	Page: 1	Of: 1
Title: Notice of Privacy Practices		
Regulatory Authority: HIPAA Regulations, FERPA Regulations, ORC, OAC		
Effective Date: 01/19/2021		
Reviewer/Job Title: Director of Operations		

(A)NOTICE OF PRIVACY PRACTICES
HCBDD will provide a written Notice of Privacy Policies, as required by law, to each Individual.

REFERENCES

45 CFR 164.520

ORC § 1347.08(A)(3) (Personal Information Systems)

OAC § 5123:2-1-02(I) County Board Administration – Records, Informing individuals about policies

34 CFR 99.7 FERPA Annual Notification

LEGAL NOTES: FERPA requires an annual notice. HIPAA requires a one-time notice, with redistribution upon change.

1) **Creation and Update of Notice**.
   a) The HIPAA Privacy Officer shall create the Notice of Privacy Practices to conform to requirements of HIPAA and FERPA. See Appendix F - HCBDD Notice of Privacy Practices.
   b) Upon material change of the notice, which is required upon any material change of privacy policies, an updated copy will be provided to all Individuals receiving services and/or parents.
2) **Distribution of Notice.**
   a) All individuals and/or their parents will receive a copy of the Notice of Privacy Practices upon intake with the board.
   b) As part of that intake process, the Individual and/or parent, guardian or personal representative, shall sign an acknowledgement of their receipt of this Notice as part of the intake paperwork. This acknowledgement will be retained as part of the permanent record.
   c) For children in the school, an updated copy of the notice will be sent to individuals and/or their parents each year with the Back To School information.
3) **Other Postings and Requirements**
   a) The Notice of Privacy Practices will be posted in reception areas of all board facilities.
   b) The Notice of Privacy Practices will be posted on the website.
   c) Copies of the notice will be maintained for 6 years