

## **COMPLIANCE AND RISK MANAGEMENT**

### **Health Insurance Portability and Accountability Act of 1996 (HIPAA) – Privacy, Security, and Reportable Breach Notification Policies**

The Trustees intend these policies to provide guidelines to protect the privacy of participants and beneficiaries participating in the Everett School Employee Benefit Trust (“Trust”), and to ensure that all information related to participants and beneficiaries is maintained in the strictest confidence and in accordance with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and its implementing privacy regulations (the “Privacy Rule”) and security regulations (the “Security Rule”). Under the Privacy Rule, the Trust’s policy restricts the Group Health Plan’s use and disclosure of protected health information, or “PHI.” Under the Security Rule, this policy ensures the confidentiality, integrity and availability of electronic PHI, or “ePHI,” and protects against any reasonably anticipated threats or hazards to the security or integrity of ePHI. The Trustees also intend to comply with the rules for reporting certain breaches of confidentiality to plan participants under HIPAA and Washington state law.

Details of the policies and implementing procedures may be found in the Trust’s HIPAA Privacy Policy and HIPAA Security Policy.

Cross References:     [HIPAA Privacy Policy](#)  
                              [HIPAA Security Policy](#)  
District [Policy 3245](#)                     Technology  
District [Procedure 3245P](#)                Technology  
District [Policy 5225](#)                     Technology  
District [Procedure 5225P](#)                Technology

Approved: August 29, 2005  
Revised: January 24, 2011  
Revised: April 30, 2012  
Revised: March 17, 2016