

NOTICE OF PRIVACY PRACTICES

Policy: The University of Connecticut will describe the ways that it uses and discloses the protected health information (PHI) that it collects and maintains.

Rationale: To maintain compliance with Title 45 CFR Part 164.520, Notice of Privacy Practices.

I. General Procedures:

1. The University will maintain a single Notice of Privacy Practices (NPP) that applies to and for its HIPAA-Covered Components. Faculty, staff, departments or units that function as Business Associates of entities other than UConn's HIPAA-Covered Components shall follow the Privacy Practices established or dictated by the other entity as described in the relevant Business Associate Agreements covering that relationship.
2. The University shall promptly revise the NPP and ensure that the University's HIPAA-Covered Components distribute the NPP whenever there is a material change to the uses or disclosures, the Individual's rights, the University's legal duties, or other privacy or data security practices stated in the NPP. Except when required by law, a material change to any term of the NPP may not be implemented earlier than the effective date of the NPP in which the change is reflected.
3. The HIPAA-Covered Components shall post a copy of the NPP in a clear and prominent location.
4. The HIPAA-Covered Components shall provide access to a copy of the NPP on their websites.
5. The HIPAA-Covered Components shall provide and/or make available a copy of the NPP to each Individual no later than the date of first service delivery. If the Individual is an inmate of a correctional institution, the HIPAA-Covered Component will not provide a copy of the NPP.
6. The HIPAA-Covered Components shall provide updated NPP to Individuals when any material changes are made to the NPP by the University.
7. The University will maintain copies of each version of the NPP for a minimum of six (6) years after it is issued.