

The following is the West Side Catholic Center's Privacy Policy that applies to clients participating in programs subject to HIPPA regulations.

HIPPA PRIVACY RULES

PLEASE REVIEW THE FOLLOWING INFORMATION REGARDING THE PRIVACY POLICY AND PROCEDURES GUARANTEED BY THE WEST SIDE CATHOLIC CENTER REGARDING ANY INFORMATION RECEIVED AS A RESULT OF THE RELEASE AUTHORIZATIONS SIGNED DURING THE APPLICATION FOR PROGRAM ADMISSION PERIOD OR THERAFTER.

The confidentiality of your personal and private health information:

- 1) Except as otherwise limited in this agreement, the West Side Catholic Center may disclose Protected Health Information for the proper management and administration of the West Side Catholic Center application process, provided that disclosures are Required by Law, or the West Side Catholic Center obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person and the person notifies the West Side Catholic Center and the applicant of any instances of which it is aware in which the confidentiality of the information has been breached.
- 2) The West Side Catholic Center may use Protected Health Information to report violation of law to appropriate Federal and State authorities.
- 3) The West Side Catholic Center applicant shall notify of any changes in, or revocation of permission by the individual to use or disclose Protected Health Information to the extent that such changes may affect the West Side Catholic Center's use or disclosure of Protected Health Information.

Permissible Requests by Covered Entity

The West Side Catholic Center shall not request to use or disclose Protected Health Information in a manner that would not be permissible under the Privacy Rule if done by the applicant for admission. The West Side Catholic Center will use or disclose Protected Health Information for, and the contract includes provisions for, data aggregation or management, confidential HR file maintenance and administrative activities on behalf of the applicant for admission to a program of the West Side Catholic Center.

Term

The term of this agreement shall be effective as of the applicant's application date and shall terminate when all of the Protected Health Information provided by the Applicant for admission to a program of the West Side Catholic Center, or created or received by the West Side Catholic Center on behalf of its Programs applicants, is destroyed or returned to the Applicant, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.

The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for the West Side Catholic Center to comply with the requirements of the Privacy Rule.