

## MAINTENANCE OF PRIVACY AND SECURITY POLICIES - POLICY

**RESPONSIBILITY:** Privacy Official or Designee(s), Security Official

**POLICY:**

It is the policy of Department of Health and Human Resources (DHHR) to implement policies and procedures designed to comply with applicable federal and state laws that relate to the privacy of protected health information.

Policies and procedures will be changed whenever necessary to comply with changes in applicable laws.

DHHR will include in its NOTICE OF PRIVACY PRACTICES a statement that it reserves the right to change the terms of its notice and to make the new notice provisions effective for all protected health information that it maintains. Accordingly, all changes to privacy policies, procedures and practices will apply equally to PHI created or obtained prior to and subsequent to the effective date of the change.

All policies and procedures that relate to the privacy or security of protected health information must be retained for six years or longer if required by state law or regulation from the date when they are no longer in force.

No policy or procedure that relates to the privacy or security of protected health information may take effect until it has been documented, in paper or electronic form, approved, and reflected in the NOTICE OF PRIVACY PRACTICES (to the extent that the change has a material effect on that notice).

Effective Date: 4/14/03

Dates Revised:



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Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities