

**County Of San Diego  
Health and Human Services Agency (HHSa)**

**SUBJECT: Safeguarding Protected Information**

**NO: HHSa-L-26**

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**DATE: September 1, 2017**

**REFERENCE: Health Insurance Portability and Accountability Act (HIPAA); California Information Practices Act; various State Agreements.**

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**POLICY:** All Protected Information shall be properly stored and secured, thereby preventing unauthorized access. The Agency Compliance Office shall establish procedures to this effect.

**RESPONSIBILITIES:** Privacy laws and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and the California Information Practices Act (CIPA) outline requirements regarding the confidentiality of and client's rights regarding Protected Information. Many Agency Programs also have Agreements with the State of California that outline additional confidentiality parameters. Compliance with these regulations is addressed in a series of Agency policies and procedures maintained by the Agency Compliance Office.

**PROCEDURES:** See related procedures and forms at [www.cosdcompliance.org](http://www.cosdcompliance.org).

**QUESTIONS:** HHSa Privacy Officer at 619-338-2808

Approved:

  
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Christy Carlson  
Group Program Manager  
Agency Compliance Office