

County Of San Diego
Health and Human Services Agency (HHSA)

SUBJECT: **County Email Use**

NO: **HHSA-N-01**

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DATE: June 20, 2025

REFERENCE: Health Insurance Portability and Accountability Act; California Information Practices Act; various State agreements.
CAO Administrative Policy 0040-11 Email.

POLICY: All County email use shall be consistent with proper business practices, ethical conduct, and apply safeguards for protected information to prevent unauthorized use or disclosure. Business Assurance and Compliance shall establish procedures to this effect.

PROCEDURES: See related procedures and forms at www.cosdcompliance.org.

RESPONSIBILITIES: Privacy laws and regulations such as the Health Insurance Portability and Accountability Act (HIPM), the California Information Practices Act (IPA), and others, outline confidentiality requirements and client's rights to their protected information. Many HHSA 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 Business Assurance and Compliance.

DEFINITIONS: See HHSA Policy N-13 Privacy Definitions.

QUESTIONS/INFORMATION: Please contact HHSA Business Assurance and Compliance by email at Compliance.HHSA@SDCounty.ca.gov or by phone at (619) 237-8571.

Approved: _____



Christy Carlson
Director
Business Assurance & Compliance