

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

SUBJECT: Security Definitions

NO: HHSA-N-13

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DATE: February 05, 2025

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

POLICY: In compliance with State and federal laws and regulations, the following shall serve as formal definitions of terms related to all HHSA Security policies, forms, and other documents.

RESPONSIBILITIES: Information security laws and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and the California Information Practices Act (IPA), and others, outline confidentiality requirements and clients' 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: Terms included in Security Policies and Procedures shall have the same meaning as defined by HIPAA, unless included below:

1. *Breach* — Refers to actual loss, loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for other than authorized purposes have access or potential access to Protected Information, whether electronic, paper, verbal, or recorded.
2. *Authorized users* — Refers to County employees (Perm/Temp), contractors, subcontractors, volunteers, vendors performing any functions for the County that require access to and/or use Protected Information and that is reauthorized by the County to access and use Protected Information.
3. *Security incident* — Refers to the attempted or successful unauthorized access, use, disclosure, modification, or destruction of Protected Information, or interference with system operations in an information system which processes Protected Information that is under the control of the County or under the control of a contractor, subcontractor or vendor of the County, on behalf of the County.
4. *Restricted work areas* — Refers to any area where authorized users assist in the administration of their program, use or disclose Protected Information or where Protected Information is stored in paper or electronic format.
5. *Disable account* — Is meant to be synonymous with the HIPAA term, "accountability" (45 CRF 164.310(d)(2)(iii)). The computer account still exists, but the account is suspended to prevent login. The account can be re-enabled at any time with appropriate authorization.
6. *Terminate account* — Is meant to be synonymous with the HIPAA term, "termination procedures" (45 CRF 164.308(a)(3)(ii)(c)). The computer account is completely removed

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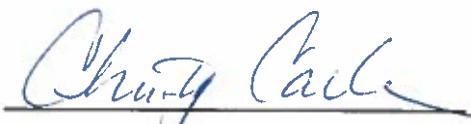
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from the County Network with all its contents (e.g. access, files, email). The account and all its contents cannot be restored.

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

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