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

SUBJECT: **Portable Devices and Media**

NO: **HHSA-N-14**
PAGE: 1 of 1
DATE: May 28, 2025

REFERENCE: Health Insurance Portability and Accountability Act; California Information Practices Act; various State Agreements.
CAO Admin Manual 004-09-02.

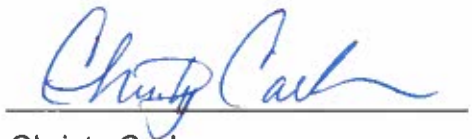
POLICY: Each employee is responsible for protecting all client data stored on portable devices or media in their possession. This includes preventing loss, theft, or misuse of the data. To support this responsibility, the Business Assurance and Compliance Office shall establish procedures to this effect.

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

RESPONSIBILITIES: Privacy laws and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and the California Information Practices Act (IPA) outline requirements regarding the confidentiality of and client's rights regarding 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 Security 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: 

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Business Assurance & Compliance