

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

SUBJECT: Safeguarding Protected Information

NO: HHSA-L-26

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DATE: July 2, 2025

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

POLICY: All Protected Information (PI), including Protected Health Information (PHI) and Personally Identifiable Information (PII), must be properly stored, transmitted, and accessed in accordance with applicable privacy and security laws. All HHSA programs must implement appropriate administrative, physical, and technical safeguards to prevent unauthorized access, 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 (HIPAA), 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 L-30 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