



Privacy Notice Procedure (BEN-P016)

1.0 SCOPE:

- 1.1 This procedure describes the process in which Risk Management provides notice of privacy practices for new and current employees at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Risk Manager

3.0 APPROVAL AUTHORITY:

(Approval signature on file)

- 3.1 Risk Manager

Signature

Date

4.0 DEFINITIONS:

- 4.1 RM – Risk Management
- 4.2 HIPPA – Health Insurance Portability and Accountability Act

5.0 PROCEDURE:

- 5.1 New hires will receive a copy of the “Notice of Privacy Practices” during new employee orientation.
- 5.2 Privacy Notices will be sent to current eligible employees and retirees every three (3) years.
- 5.3 Revisions to the Notice of Privacy Practices will be sent to current eligible employees and retirees when amended.
 - 5.3.1 The most current version of the Notice of Privacy Practices will be available on the Washoe County School District website.
- 5.4 A copy of the revised Notice of Privacy Practices will be placed in the HIPAA Binder.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Notice of Privacy Practices – BEN-F016

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Notice of Privacy Practices	Electronic	99 years	Discard as Desired	Electronic

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/2/05	A	Initial release
5/15/07	B	Spelled out "RM"; added 4.2; corrected spelling errors.

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