



Policy Title: Website Privacy Policy	Department: Compliance
Policy Number, Version: COM-0008, V1	Effective Date: 6/1/2024
Approval Date:	Last Reviewed/Approved:
Prepared By: Sarah McGuire	Revision Dates:

General Statement of Purpose

Autism Delaware is committed to protecting the privacy and security of Protected Health Information (PHI) in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and the guidance provided by the US Dept. of Health and Human Services, Office for Civil Rights (HHS-OCR).

Policy

This Website Privacy Policy outlines our practices for collecting, using, and protecting PHI, including IP addresses, used for third-party tracking on our website.

Scope

This policy applies to all Autism Delaware staff, board members, and any member of the community accessing our public facing website or social media pages.

Definitions

Protected Health Information (PHI) PHI refers to any part of any of the 18 identifiers listed in the Other Requirements Relating To Uses and Disclosures of Protected Health Informaion, 45 CFR 164.514.

Service Recipient refers to any individual or family receiving services from Autism Delaware.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires the US Dept. of Health and Human Services (HHS) to adopt national standards for electronic health care transitions and code sets, unique health identifiers, and security. Additionally, the US Congress recognizes that advances in electronic technology could erode the privacy of health information, thus requiring the adoption of Federal privacy protections for individually identifiable information.

1. The HIPAA [Privacy Rule](#) (published in 2000, modified in 2002) sets national standards for the protection of individually identifiable health information by health care providers who conduct standard health care transactions electronically.
2. The HIPAA [Security Rule](#) (published in 2003) sets national standards for protecting the confidentiality, integrity, and availability of electronic protected health information.

The U. S. Department of Health and Human Services (HHS), Office for Civil Rights (OCR) enforces federal civil rights laws, including the HIPAA Privacy, Security Rules.

Procedure/Guidelines

1. Collection of PHI:

Autism Delaware may collect PHI from users visiting our website through various forms, including but not limited to appointment scheduling, contact forms, and patient portals. PHI collected may include, but is not limited to, names, addresses, phone numbers, email addresses, dates of birth, IP addresses, medical history, insurance information, etc.

2. Use of PHI:

PHI collected by Autism Delaware is used solely for the purpose of providing healthcare services, scheduling appointments, processing payments, and communicating with service recipient regarding their healthcare needs. We do not disclose PHI to third parties without explicit consent from the service recipient, except as required by law.

3. Protection of PHI:

Autism Delaware employs robust technical, administrative, and physical safeguards to protect PHI from unauthorized access, disclosure, alteration, or destruction. These measures include encryption of data transmissions, restricted access controls, regular security audits, and staff training on HIPAA compliance.

4. Compliance with HIPAA and OCR Guidance:

Autism Delaware is committed to complying with all HIPAA regulations concerning the protection of PHI and the use of third-party tracking on our website. We regularly review and update our policies and procedures to ensure continued compliance with evolving regulations and best practices.

5. Service Recipient Rights:

Autism Delaware's Service recipients have the right to request access to their PHI, request amendments to their PHI, request restrictions on the use or disclosure of their PHI, and request an accounting of disclosures of their PHI. Service recipients can exercise these rights by contacting Autism Delaware at (302) 224-6020 or via email at info@autismdelaware.org Service recipients can review our Notice of Privacy Practices, located on our website, for more information on service recipient rights.

6. Changes to Website Privacy Policy:

Autism Delaware reserves the right to modify or update this Privacy Policy at any time to reflect changes in our practices or legal requirements. Any changes will be effective immediately upon posting on our website, and we encourage users to review this Website Privacy Policy periodically for updates.

7. Contact Information:

If you have any questions or concerns about this Privacy Policy or our privacy practices, please contact us at:

Autism Delaware
924 Old Harmony Rd. Suite 201
Newark, DE 19711

(302) 224-6020
info@autismdelaware.org

Approval

Department: Compliance Approver Signature: *Sarah McGuire* Date: 7/11/24

Department: Development Approver Signature: *Dan Getman* Date: 7/12/24

Executive Director Signature for Final Approval: *Brian K. Hall* Date: 7/10/2024