

**ADAMH BOARD OF FRANKLIN COUNTY  
HIPAA Privacy Policy H.01.160**

**PRIVACY SAFEGUARDS**

**A. PURPOSE STATEMENT**

The purpose of this policy is to identify ADAMH's privacy safeguards.<sup>12</sup>

**B. SCOPE**

This policy applies to all ADAMH workforce members, including Board of Trustees members, employees, volunteers, trainees, and other persons whose conduct, in the performance of work for ADAMH, is under the direct control of ADAMH, regardless of whether they are paid by ADAMH.

**C. POLICY STATEMENT**

1. To fulfill the administrative requirement to have in place safeguards to protect the privacy of protected health information, any staff member who uses protected health information must use designated safeguards and procedures, appropriate to their specific tasks, that reasonably guards protected health information from intentional or unintentional unauthorized use or disclosure.

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<sup>1</sup> CFR Title 45, Section 164.530 Administrative Requirements

<sup>2</sup> ORC Chapter 3798: Protected Health Information § 3798.03 Duty of covered entities