

# **404.10 Disclosure and Protection of Employee Health Information**

Friday, August 11, 2023

## **DISCLOSURE AND PROTECTION OF EMPLOYEE HEALTH INFORMATION**

The district will comply with all regulations regarding privacy and confidentiality of employee health and insurance information, including the secure interchange and storage of electronic data. The superintendent is directed to implement this policy as needed to ensure proper handling of such information.

Employees will be provided with a notice describing the district's practices regarding health information. Employees shall have the right to inspect, copy or amend such information or to revoke authorization to disclose such information. Revocation of authorization may affect the availability of some employee benefits.

Legal Reference:

1996 Health Insurance Portability and Accountability Act (HIPAA)

Family Educational Rights and Privacy Act (FERPA)

Cross Reference:

402.06 Employee Records

804.01 Computer Security

804.02 Data or Records Retention