



## **Privacy policy and information**

### **Policy**

Stanford Youth Solutions is committed to protecting personal privacy and the personal information collected via its Web site and of its clients.

### **Privacy notice regarding online donations**

The 1977 California Information Practices Act requires Stanford Youth Solutions to provide the following information to individuals asked to supply information about themselves:

Stanford Youth Solutions is requesting this information to maintain accurate donor files in the Development Office. Furnishing the information is strictly voluntary. All information will be kept confidential. The information may be used in the regular course of business but will not be disseminated to others except if required by law. You have the right to review your own data file. Inquiries should be forwarded to the Associate Executive Director of Development, Stanford Youth Solutions, 8912 Volunteer Lane., Sacramento, CA 95826.

### **Donor's consent**

Stanford Youth Solutions is grateful for the support it receives from donors. One of the ways we express our thanks is through listing the names of donors in various publications. Should you wish that your name not appear as a donor, please notify us if you have not already done so.

### **Information collected**

Stanford Youth Solutions' website may collect personal information such as name, address, e-mail address, telephone number(s), and/or educational interests. Such personal information may be requested for administrative purposes. Additional personal information, such as credit card account information, may be requested for purchases, donations or enrollment purposes. Stanford Youth Solutions identifies your Internet Protocol (IP) address when you visit our Web site. Stanford Youth Solutions may also collect Web site usage statistics by IP address.

### **Use of information**

Stanford Youth Solutions uses Web site-collected personal information for the purpose of future communication back to you. Examples of this use include Stanford Youth Solutions hosted organizations that need to keep Web enrollees informed of current



programs and/or special events.

Stanford Youth Solutions may use browser IP address information and anonymous browser history for reporting aggregate Web site accesses and for profiling purposes. This information is generally used to improve Web presentation and utilization. Stanford Youth Solutions also may use IP addresses for troubleshooting purposes. The Web site may use "cookies." Cookies are used for delivering Web content specific to users' interests and to keep track of online purchasing transactions. Sensitive personal information is not stored within cookies.

### **Distribution of information**

Stanford Youth Solutions will not disclose personal information or IP addresses to other parties, unless required by law. Stanford Youth Solutions will not sell personal information to third-party organizations such as telemarketers or direct mailers.

### **Individual choice**

Individuals have the option to decline any online enrollment and may submit requests to use other enrollment methods by e-mail or U.S. mail addressed to the Stanford Youth Solutions contact person seeking the personal information. Users may review, modify or delete their previously provided personal information by contacting us. If you choose not to participate in these activities, your choice will in no way affect your ability to use any other feature of the Web site.

### **Our commitment to data security**

Stanford Youth Solutions takes reasonable steps to protect the security, integrity and privacy of information submitted to Stanford Youth Solutions via Web sites. Nonetheless, Web users should be aware of the difficulty of maintaining data confidentiality over the public Internet. Stanford Youth Solutions encourages producers of its Web site, when seeking personal information, to use the industry standard security protocol known as Secured Sockets Layer (SSL). We strongly recommend that you use a Web browser capable of supporting SSL. The latest versions of Microsoft Internet Explorer and Netscape Communicator, for example, support SSL and also avoid known browser security vulnerabilities.

While using a Stanford Youth Solutions website, you may encounter hypertext links to the Web pages of organizations not directly affiliated with Stanford Youth Solutions. Stanford Youth Solutions does not control the content or information practices of external organizations. We recommend you review the privacy statements of these organizations.



## **Individual privacy rights and public disclosure of information**

In the state of California, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. At the same time, there are exceptions to the public's right to access public records. These exceptions serve various needs including maintaining the privacy of individuals. Both state and federal laws provide such exceptions to public access rights.

Stanford Youth Solutions respects both the right of public access to information and the right of privacy of individuals. All information collected at this site becomes public record that may be subject to inspection and copying by the public, unless an exemption in law exists. If any type of personal information is requested on the Web site or volunteered by the user, state law, including the Information Practices Act of 1977, and the California Public Records Act, and federal law, including the Privacy Act of 1974 and the Family Educational Rights and Privacy Act of 1974, may protect it from disclosure to third parties.

In the event of a conflict between this privacy statement and the Public Records Act, the Information Practices Act, or other law governing the disclosure of records, the Public Records Act, the Information Practices Act, or other applicable law will control.

## **Health-care information privacy**

Stanford Youth Solutions is required, by law, to maintain the privacy and confidentiality of your protected health information and to provide our clients with notice of our legal duties and privacy practices with respect to your protected health information.

## **Disclosure of Your Health Care Information**

### **Treatment**

We may disclose your treatment information to other healthcare professionals within our agency for the purpose of treatment, payment or healthcare operations. Example:

"On occasion, it may be necessary to seek consultation regarding your condition from other providers associated with Stanford Youth Solutions"

"It is our policy to provide a substitute health care provider, authorized by Stanford Youth Solutions to provide assessment and/or treatment to our clients, without advanced notice, in the event of your primary health care provider's absence due to vacation, sickness, or other emergency situation."



## **Payment**

We may disclose your health information to your insurance provider for the purpose of payment or health care operations. Example:

"As a courtesy to our clients, we will submit an itemized billing statement to the county for the purpose of payment to Stanford Youth Solutions for services rendered. If you pay for your health care services personally, we will, as a courtesy, provide an itemized billing to your insurance carrier for the purpose of reimbursement to you. The billing statement contains medical information, including diagnosis, date of injury or condition, and codes which describe the health care services received."

## **Workers' Compensation**

We may disclose your health information as necessary to comply with State Workers' Compensation Laws.

## **Emergencies**

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care about your medical condition or in the event of an emergency or of your death.

## **Public Health**

As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug Administration problems with products and reactions to medications, and reporting disease or infection exposure.

## **Judicial and Administrative Proceedings**

We may disclose your information in the course of any administrative or judicial proceeding.

## **Law Enforcement**

We may disclose your information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena, and other law enforcement purposes.

## **Deceased Persons**

We may disclose your health information to coroners or medical examiners.



## **Organ Donation**

We may disclose your health information to organizations involved in procuring, banking, or transplanting organs and tissues.

## **Research**

We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board.

## **Public Safety**

It may be necessary to disclose, your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

## **Specialized Government Agencies**

We may disclose your health information for military, national security, prisoner and government benefits purposes.

## **Marketing**

We may contact you for marketing purposes or fundraising purposes, as described below, Example:

"It is our practice to participate in charitable events to raise awareness, food donations, gifts, money, etc. During these times, we may send you a letter, post card, invitation to invite you to participate in the charitable activity. We will provide you with information about the type of activity, the dates and times, and request your participation in such an event. It is not our policy to disclose any personal health information about your condition for the purpose of Stanford Youth Solutions sponsored fund-raising events. "

## **Change of Ownership**

In the event that Stanford Youth Solutions is sold or merged with another organization, your health information/ record will become the property of the new owner.

## **Your Health Information Rights**

- You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that Stanford Youth Solutions is not required to agree to the restriction that you requested.
- You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.



- You have the right to inspect and copy your health information.
- You have a right to request that Stanford Youth Solutions amend your protected health information. Please be advised, however, that Stanford Youth Solutions is not required to agree to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.
- You have a right to receive an accounting of disclosures of your protected health information made by Stanford Youth Solutions.
- You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.

## **Changes to this Notice of Privacy Practices**

Stanford Youth Solutions reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, Stanford Youth Solutions is required by law to comply with this Notice.

Stanford Youth Solutions is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about your privacy rights, please contact Karrie Carson by calling this office at 916-344-0199. If Karrie Carson is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

## **Complaints**

Complaints about your Privacy rights or how Stanford Youth Solutions has handled your health information should be directed to Jovina Neves by calling this office at 916-344-0199. If Jovina Neves is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to:

DHHS, Office of Civil Rights  
200 Independence Avenue, S.W. Room 509F  
HHH Building Washington, DC 20201



*This notice is effective as of (date): 04/11/2003*

Electronically collected personal information that is automatically collected by Web sites administered by Stanford Youth Solutions includes your domain name or Internet Protocol address, and statistical information about which Web pages you visit. If you voluntarily participate in an activity that asks for specific information (e.g., completing a request for assistance, personalizing the content of the Web site, sending an e-mail, or participating in a survey) more detailed data will be collected. For further information regarding this privacy statement or our Web sites, please contact us at the address below:

Stanford Youth Solutions  
8912 Volunteer Lane  
Sacramento, CA 95826

[info@youthsolutions.org](mailto:info@youthsolutions.org)