UC IRVINE CAMPUS SOCIAL WORKER NOTICE OF PRIVACY PRACTICES

All information you disclose and/or we obtain about you is personal, and we are committed to protecting the privacy of your personal information. In certain cases we are legally obligated to provide protections for information related to your medical diagnoses and treatment, including HIV/AIDS and information about alcohol and other substance abuse. We are required to give you this Notice about our privacy practices, your rights and our responsibilities to inform you of other personal information of yours that we may share.

We may use and disclose your personal information for coordination of care:

- In compliance with FERPA – The Campus Social Worker follows the guidelines of the Family Educational Rights and Privacy Act (FERPA). Information shared with the Campus Social Worker does not fall under the same confidentiality levels of a health care provider or psychotherapist.

- In an emergency or urgent health and safety concern situation – We may provide information to appropriate emergency contacts, authorities or administrative officials when there is an urgent health or safety concern. These concerns include cases of grave disability; suspected child, dependent or elder abuse; or in which a client may be a danger to self or others.

- To the Consultation Team – The UCI Consultation Team is a group of campus officials who discuss topics of concern that may impact the safety of the UCI community. An individual’s information may be shared with the Team pursuant to FERPA in certain instances when collaboration would be in the best interest of the student or the campus community. Information shared may include, but is not be limited to, medical or mental health treatment information and other information related to the individual’s overall personal well-being.

- For Campus Social Worker supervision – Information may be shared with the social worker’s supervisor for supervision purposes, and to ensure best practice and quality care.

We may also use your personal information for other purposes without your written/verbal authorization:

- As required by law – When required or authorized by other laws such as those mandating the reporting of child, elder or dependent adult abuse, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and Title IX reporting requirements in cases of sexual assault, sexual misconduct, domestic violence, dating violence, stalking, and retaliation. We will also use your information in order to prevent a threat to health or safety of an individual. We may notify the person, tell someone who could prevent the harm or tell law enforcement officials.

- To law enforcement – To assist in the following types of situations: an involuntary hospitalization process; to respond to a court order, court-issued subpoena, court-issued warrant, summons or similar process; to identify or locate a suspect, fugitive, material witness or missing person; to provide information about the victim of a crime if under certain limited circumstances we are unable to obtain the person’s authorization; to provide information about criminal conduct on the UCI campus; in emergency circumstances to report a crime, the location of the crime or victims or the identity, description or location of the person who committed the crime.

- For oversight activities – To governmental, licensing, auditing and accrediting agencies as authorized or required by law, including audits; in civil, administrative or criminal investigations; for licensure or disciplinary actions; for monitoring of compliance with law.

- In judicial proceedings – In response to court/administrative orders, subpoenas, discovery requests or other legal process.

- For data collection and assessment purposes – Statistical information may be disclosed to the University of California Office of the President. This information is subject to a special review and removal of identifying information.
You have the following rights:

- **To receive a copy of this notice** – Your social worker will provide you with a copy of this notice when you obtain Campus Social Worker services.

- **To request restrictions** – You have the right to request a restriction or limitation on the information we disclose about you to on- and off- campus partners we are working with to coordinate care and services. *You must put your request in writing.* We are not required to agree with your request. If we do agree with the request, we will comply except to the extent that disclosure has already occurred or if you are in need of emergency treatment and the information is needed to provide the emergency treatment.

- **To inspect and request a copy of your record** – *You must put your request for a copy of your records in writing.* If you are denied access to your record for certain reasons, we will tell you why and what your rights are to challenge that denial. There are certain limited circumstances in which you may not be able to inspect your record. These limited circumstances will be based on the discretion of the Campus Social Worker.

- **To request an amendment and/or addendum to your record** – If you believe that information in your record is incorrect or incomplete, you may ask us to amend the information or add an addendum of no longer than 250 words for each inaccuracy. *Your request for amendment and/or addendum must be in writing and give reason for the request.* We may deny your request if the incorrect/incomplete information was not created by us, is not part of the information which you would be permitted to inspect and copy, or is already accurate and complete. Even if we accept your request, the Campus Social Worker will not delete any information already in our records.

- **To request that we contact you by alternate means** – You may request that we contact you via e-mail, phone, fax, mail or at alternate locations. *Your request must be in writing.* We must honor reasonable requests.

Changes to this Notice:

We reserve the right to change this Notice. We reserve the right to make the revised or changed Notice effective for information we already have about you as well as any information we receive in the future. The Notice will contain the effective date on the last page. If we change our Notice, you may request a copy of the revised Notice from the Campus Social Worker office or download a copy from our website.

Grievances:

If you are dissatisfied or believe your privacy rights have been violated, or have any concerns regarding the services that you received through the UCI Campus Social Worker office, please bring this to the attention of your social worker, if appropriate. You may also discuss your concerns with the Associate Vice Chancellor of Wellness, Health & Counseling Services, Dr. Marcelle Holmes. You may file a complaint. You will not be penalized for filing a complaint.

**Effective Date:** October 21, 2015