

We may Use Your Information for Regular Business Operations

For Example, staff members may discuss certain information with supervisors in order to improve the quality of services provided.

We may disclose information to a “business associate” if and only if we have established a contract containing specific terms that protect your privacy. For example, we may ask our attorney to provide information regarding legal issues relevant to your case.

If you are under 18 years of age, we may share information with your parent(s). For example, we may give progress updates to parent(s) who request such updates. However, we will not share such information with a parent who has abused you or who may not be acting in your best interest. In certain cases, it may be necessary for a judge to determine what is in your best interest.

Disclosures Required by Law (May be made without authorization)

Abuse and Neglect: We are required by law to report abuse and neglect of a child or a vulnerable adult to the Cabinet for Health and Families Services or local law enforcement authorities. See Kentucky Revised Statutes (KRS) 209 and 620.

Duty to Warn of Expressed Threat: We are required by law to report instances where a client expresses a threat of violence that may harm anyone, including suicide. See (KRS) 202A and 645.

Emergency Situations: We are required to respond on your behalf in emergency

situations in which you may be unable to provide information (i.e. medical emergency, fire, natural disaster).

Monitoring and Oversight Activities

In order to ensure the quality of services provided, we are reviewed by certain health oversight agencies such as Kentucky Department of Health and Family Services. It is possible that authorities from a health oversight agency could review your file for activities such as audits, inspections, and investigations. Other services provided may require state or federal oversight. Appropriate permission will be obtained when necessary.

Appointment Reminders

Unless you provide us with alternative instructions, we may send appointment reminders and similar materials to your home.

Release of Information for Law Enforcement Purposes and Legal Proceedings

We will not release information for law enforcement purpose without either your expressed written permission or a valid court order. Federal law allows release of information for law enforcement purposes and legal proceedings without your authorization, so long as certain conditions have been met. However, federal law also allows organizations to follow state laws that provide better privacy protections. Kentucky laws require us to maintain confidential records and to assert the client-counselor privilege on your behalf have to authorized a release of information. There for, we will not release

information for law enforcement purposes or legal proceedings without your express written permission or a valid court order. If you want your records released to an attorney or a law enforcement official, you must first meet with a member of our staff to ensure that you understand all of the possible consequences of releasing information.

Our Responsibilities..... We Are Required To:

- Maintain the privacy of your information.
- Inform you about our privacy practices.
- Abide by the terms of the notice currently in effect.
- Notify you if we are unable to agree to a requested restriction/amendment.
- Accommodate reasonable requests to communicate by alternative means or at alternative locations.
- Notify you within 35 days if the agency experiences a data breach that impacts you.



Sanctuary, Inc. services are funded, in whole or in part from federal and state funds provided by the Cabinet for Health and Family Services through contracts with the Kentucky Coalition Against Domestic Violence and the Kentucky Association of Sexual Assault Programs, as well as a contract with the University of Kentucky using 100% Federal Temporary Assistance for Needy Families (TANF) funds. Other funding sources include Kentucky Housing Corporation, Justice and Public Safety Cabinet, United Way and local Contributions.

Your Rights...

Although your record is the physical property of the facility that compiled it, the information belongs to you. Under the Federal Privacy Rules, 45 CFR Part 164, you have the right to:

- Request a restriction on certain uses and sharing of your information. This means you may ask us not to share any part of your information. We are not required to agree to any such request, but will always do so unless it is not possible
- Request that we send you confidential communications by alternative means. This means that you can instruct us not to contact or to only contact you under very specific guidelines.
- Obtain a paper copy of the notice of information practices upon request.
- Inspect and obtain a copy of your records.
- Request that incorrect or inaccurate information in your record be changed.
- Take back authorization to share health information, except to the extent that action has already been taken.
- Receive an accounting of disclosures of information.

Notice of Privacy Practices Availability....

This notice will be prominently posted in the lobby of the front entrance. Individuals will be provided a copy upon the first visit to the Sanctuary, Inc., and additional copies are available upon request.

For More Information or To Report a Problem...

If you have any questions and would like additional information, you may contact our Privacy Officer at 1-800-766-0000.

If you believe your privacy rights have been violated, you can file a complaint with Privacy Officer (above) or with:

**The Office of Civil Rights
United States Department of Health and
Human Services
200 Independence Avenue
S. W. Room 509F
HHH Building
Washington, D.C.**

Or call:
**OCR Hotline-Voice
1-800-368-1019**

There will be no retaliation for filing a complaint. If you have any questions about this notice, please contact our Privacy Officer at (270)885-4572 or 1-800-766-0000.



Confidentiality Statement and Notice of Privacy Practices

Fortunately, State and Federal confidentiality laws have been enacted to protect your privacy. Sanctuary, Inc. is required by law to protect your privacy, and we are glad to do so. This document describes how information about you may be used and disclosed, and how you can get access to this information. Please read it carefully.

General Statement on Disclosures of Protected Health Information

Sanctuary, Inc. will not disclose information about you without your expressed written authorization. Exceptions as required by law are described in this brochure for your information and protection.