

“HCCoA Privacy Notice”

At the Hampshire County Committee on Aging, Inc., your privacy is very important to us. We value your trust.

- We will not share nonpublic personal information, (“NPI”), with others except as permitted or required by law.
- We do not sell or trade your NPI with mailing lists or direct marketing companies.
- We maintain physical, electronic, technical and procedural safeguards to protect NPI we obtain about our clients.
- We will protect your NPI whether you are a current or former client.
- We will keep your health information confidential.

Information We May Collect

We obtain NPI to provide you with products and services you have requested, to determine if you qualify for products and services. Examples of the sources and types of NPI we may collect:

- Applications, registration forms, or other forms that contain your name, address, phone number, social security number, e-mail address, income, assets, vehicle information and accounts with others.
- Your transactions with other companies, such as your insurance or health coverage, premiums, and claims history.
- Your driving record, medical claims, and social security number.
- Hospitals, doctors, and others that provide NPI about your past or present health condition.

Disclosure of Health Information

The service providers to whom we disclose NPI are obligated by contract to use such information only to provide services and provide appropriate safeguards for this information.

We reserve the right to change or add to our Privacy Notice at any time.

Our Security Procedures

We maintain procedures and technology designed to prevent unauthorized access to NPI. We maintain physical, electronic, technical and procedural protections in accordance with applicable standards to protect NPI. We restrict access to NPI to employees and others for lawful business purposes to assist in providing products or services to you. Employees who violate our Privacy Notice are subject to disciplinary action.