

We are required by law to maintain the privacy of your personal health information.

All employee health information is secured in separate locked filing cabinets.

A limited number of Carl Sandburg College employees have access to employee health information to carry out treatment functions, certain operations relating to benefit plan or situations permitted or required by law, for any purpose to which you have not objected, or for purposes for which we have obtained written permission.

Complaints about misuse should be submitted in writing to the Human Resources Officer at Carl Sandburg College or directly to the Secretary of Health and Human Services. You will not be retaliated in any way for filing a complaint.

Employees are not required to waive his/her privacy rights as a condition of treatment, payment, enrollment in our health plan, or for eligibility of benefits.

Persons violating the HIPAA Privacy Act will be held accountable with disciplinary actions taken according to Carl Sandburg College policy.