

County Of San Diego
Health and Human Services Agency (HHSa)

SUBJECT: County Email Use

NO: HHSa-N-01
PAGE: 1 of 1
DATE: October 1, 2017
SUPERCEDES: HHSa-F-03

REFERENCE: Health Insurance Portability and Accountability Act (HIPAA); California Information Practices Act; various State Agreements.
[CAO Admin Policy - Email 0040-09-01](#)

POLICY: All County email use shall be consistent with proper business practices, ethical conduct, and applying safeguards for Protected Information to prevent unauthorized use or disclosure. The Agency Compliance Office shall establish procedures to this effect.

RESPONSIBILITIES: Security laws and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and the California Information Practices Act (CIPA) outline requirements regarding safeguards for client Protected Information. Many Agency Programs also have Agreements with the State of California that outline additional security parameters. Compliance with these regulations is addressed in a series of Agency policies and procedures maintained by the Agency Compliance Office.

PROCEDURES: See related procedures and forms at www.cosdcompliance.org.

QUESTIONS: HHSa Information Security Manager at 619-338-2634

Approved: _____


Christy Carlson
Group Program Manager
Agency Compliance Office