

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

**SUBJECT: Privacy Contract Requirements**

**NO: HHSa-L-23**

**PAGE: 1 of 1**

**DATE: September 1, 2017**

**REFERENCE: Health Insurance Portability and Accountability Act (HIPAA); California Information Practices Act; various State Agreements.**

---

**POLICY:** HHSa programs will complete privacy language review and include appropriate privacy language in all contracts, Memorandums of Agreement, Memorandums of Understanding, Data Use Agreements, and other contractual agreements in which the contractor meets the criteria as specified in the Agency Compliance Office's established procedure.

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

**DEFINITIONS:** See HHSa Policy L-30 Privacy Definitions

**PROCEDURES:** See related procedures and forms at [www.cosdcompliance.org](http://www.cosdcompliance.org).

**QUESTIONS:** HHSa Privacy Officer at 619-338-2808

Approved:



Christy Carlson  
Group Program Manager  
Agency Compliance Office