



## **PRIVACY NOTICE PROCEDURE (BEN-P003)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process in which the Benefits Office provides notice of privacy practices for new and current employees and retirees of CMCSS.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Benefits Associate

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Human Resources Officer

### **4.0 DEFINITIONS:**

- 4.1 CMCSS: Clarksville-Montgomery County School System  
4.2 HIPAA: Health Insurance Portability and Accountability Act  
4.3 Eligible employees/retirees: Employees/retirees who are enrolled in health insurance.

### **5.0 PROCEDURE:**

- 5.1 Notice of Privacy Practices is posted on CMCSS website.  
5.2 Revisions to the Notice of Privacy Practices are posted on CMCSS website.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 HIPAA Regulations  
6.2 Notice of Privacy Practices ([BEN-G001](#))  
6.3 New Hire On-Boarding ([HUM-P003](#))

### **7.0 RECORD RETENTION TABLE:**

| <u>Identification</u>       | <u>Storage</u>              | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------------|-----------------------------|------------------|--------------------|-------------------|
| Notice of Privacy Practices | Benefits Office, electronic | Indefinitely     | N/A                | Secured Building  |

### **8.0 REVISION HISTORY:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 9/14/04      |             | Initial Release                 |

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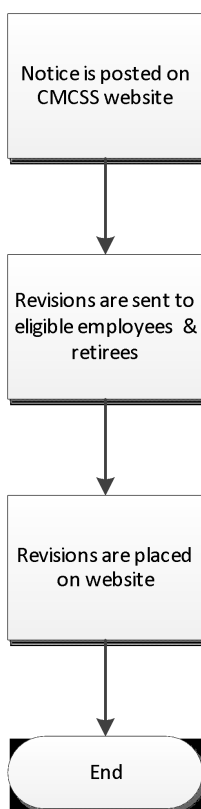
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|          |   |   |
|----------|---|---|
| 2/22/12  | A | Delete 5.1, delete line "and is in the Employee Handbook.", delete line "sent to eligible employees and retirees when amended.", add "posted on CMCSS website." |
| 11/14/14 | B | Updated logo; incorporated flowchart within procedure   |
| 10/26/15 | C | Changed responsibility to CHRO.   |
| 6/27/19  | D | 6.3, changed "in-processing" to "on-boarding".  |

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.



**\*\*\*End of Procedure\*\*\***