

PRIVACY MISSION STATEMENT

It is the policy of the Laconia School District to require compliance with the laws and regulations relating to the privacy and confidentiality of members' Protected Health Information, and to assure that all functions are pursued in a manner consistent with the letter and the spirit of the laws.

The Laconia School District is committed to compliance with such laws and regulations, and intends to assure that its operations, as carried out by its employees and other staff, contractors, and Business Associates, are conducted in compliance with such laws and regulations.

The Laconia School District and affiliates collectively are hereby organized as "Affiliated Covered Entities" as that term is used in 42 C.F.R. 164.504(d). Organizations that are affiliated will adopt a single set of policies and procedures, a single Notice of Privacy Practices, and will appoint a joint Privacy Officer.

The Laconia School District requires that all members of the workforce, including employees, volunteers, trainees, and other persons whose performance of work is under the direct control of the Laconia School District adhere to and comply with the following:

1. No member of the workforce has the authority to act contrary to the provisions of any policy or procedure of the Laconia School District relating to the use or disclosure of members' Protected Health Information.
2. Any member of the workforce who violates a privacy policy or procedure of the Laconia School District, or who orders or who knowingly permits a subordinate to violate a privacy policy or procedure, shall be subject to appropriate disciplinary action, which may include discharge or termination of their relationship with the Laconia School District.

Adopted: April 20, 2004

Revised: 11/3/04