

Administrative Policy No 15.18.02

Subject: Privacy Notice and Security Notice for Internet Websites and Web Applications

Information Contact: DSHS Privacy Officer
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Authorizing Source: Executive Order 00-03, Public Records Privacy Protections
HIPAA Security and Privacy Rules – 45 CFR Parts 160, 162, and 164

Effective Date: September 3, 2013

Revised: Technical Revisions 1/7/15 ⁱ

Approved By: original signed by Dana Phelps
Senior Director, Policy and External Relations

Purpose

The purpose of this policy is to provide requirements for Web developers in the use of the Department's official notice of privacy practices and security notice.

- The notice of privacy practices describes how client confidential information is used and disclosed by the Department and rights clients have relating to their protected health information within Department programs designated as health care components under the HIPAA Privacy Rule, see Administrative Policy 5.01
- The security notice informs users of the collection, use and security of their information when accessing DSHS websites or Web applications.

Scope

This policy applies to all Internet websites and Web applications accessible by the general public hosted or operated by DSHS.

Policy

Security Notice

- Each DSHS Internet public-facing website and Web application must have a prominent link to the official DSHS security notice (<http://www.dshs.wa.gov/disclaim.shtml>) to inform users about the use of their information on DSHS websites.
- If a website or Web application needs an alternate security notice it must be approved by the DSHS Chief Information Security Officer before the site goes live.

Privacy Notice

- On the home page for the Department's website, the Department must prominently post the DSHS Notice of Privacy Practices ([Form 03-387](#)) and make the notice available electronically through that website.
- On any web site maintained by a designated health care component that provides information about Department services or benefits, the program must prominently post the DSHS Notice of Privacy Practices ([Form 03-387](#)) and make the notice available electronically through that website.
- If a website or Web application needs an alternate privacy notice it must be approved by the DSHS Privacy Officer before the site goes live.

Responsibility

- A. The DSHS Privacy Officer will maintain the notice of privacy practices on the [DSHS website homepage](#).
- B. Program staff are responsible for including the approved alternate notice of privacy practices notice on DSHS websites in compliance with this policy.
- C. The DSHS Chief Information Security Officer shall maintain the security notice linked to Department public websites and applications.

ⁱ Added more detail to Purpose, clarified policy & responsibility sections.