

HIPAA Privacy Policy #3
Privacy Officer

Effective Date: January 22, 2020	Refer to Privacy Rule Sections: 164.530
Authorized by: Equinox Board of Directors	Version #: v.

Policy: Equinox, Inc. must designate a Privacy Officer in accordance with the following Procedures.

Procedures:

1. **Designate Officer:** Equinox, Inc. must designate a member of Equinox, Inc.'s Workforce to serve as a Privacy Officer. The position of the Privacy Officer may be filled on a full time or a part-time basis. The position of the Privacy Officer may be a collateral duty. *45 C.F.R. § 164.530(a)(1)*.
2. **Duties of Privacy Officer:** The Privacy Officer shall have the following duties and responsibilities:
 - a. Report to Equinox, Inc.;
 - b. Develop and implement Equinox, Inc.'s Privacy Policies and Procedures;
 - c. Revise Equinox, Inc.'s Privacy Policies and Procedures as necessary to comply with changes in privacy laws and/or changes in Equinox, Inc.;
 - d. Conduct regular and spontaneous audits and evaluations of Equinox, Inc.'s systems and personnel to measure compliance with Equinox, Inc.'s Privacy Policies and Procedures;
 - e. Implement appropriate safeguards where necessary to protect the privacy of medical information;
 - f. Organize and conduct training of members of Equinox, Inc.'s Workforce in accordance with Equinox, Inc.'s Policy No. 40 entitled "Workforce Training";
 - g. Consult with and advise Equinox, Inc.'s managers prior to the imposition of sanctions against a member of Equinox, Inc.'s Workforce for violations of the Privacy Policies and Procedures;
 - h. Identify Business Associates of Equinox, Inc. and ensure that Equinox, Inc. enters into Business Associate Agreements with appropriate parties;
 - i. Establish and maintain a list of Business Associates and copies of Business Associate Agreements that are executed in accordance with Equinox, Inc.'s Policy No. 27 entitled "Uses and Disclosures of Protected Health Information without Patient Authorization to Business Associates";

- j. Respond to Patient Requests and Complaints relating to Equinox, Inc.'s Privacy Policies and Procedures (including requests for access to medical information, requests for amendment of medical information, requests for accountings of disclosures of medical information, requests for restrictions on uses and disclosures of medical information, and requests for more information about matters covered by Equinox, Inc.'s Privacy Notice); and
 - k. Review and respond to third-party requests for medical information (including subpoenas, court orders, requests from law enforcement officials, and authorizations).
 - l. Implement and educate Workforce on mitigation procedures for violations of the Privacy Policy.
 - m. Supervise the enforcement of sanctions for violations of the Privacy Policies and Procedures. *45 C.F.R. § 164.530(a)(1)*.
3. Business Associates: Business associates are not required to designate a privacy official but maintain liability for the compliance with the uses and disclosures identified in the contractual agreement with the provider. *45 C.F.R. § 164.530(a)(1)*.