Policy: Personal Health Information (PHI) Policy Number: I-16

Responsible for Policy: <u>Human Resources</u>
Approval Date: <u>March 2011</u>

Most recent review: Fall 2012 Date of most recent revision (if applicable): N/A

Policy Statement

Finger Lakes Community College Human Resources Office shall maintain personal health information for College employees in compliance with state and federal laws and regulations

shall be retained in a secure

location (locked file cabinet).

Individually identifiable health information is shall be retained in accordance with the requirements of the Records Retention and Disposition Schedule M1, NYS Education Department, NYS Archives.

Reason for Policy

This policy exists to govern and ensure the privacy of employee personal health records at the College.

Applicability of the Poli cy

Procedure: Personal Health Information (PHI) Procedure Number: I - 16

Responsible for Procedure: <u>Human Resources</u> Effective Date: <u>March 2011</u>

Most recent review: Fall 2012 Date of most recent revision (if applicable): N/A

## **Procedures**

Individually Identifiable Health Information (IHI) that is part of employer records

Types of IHI that are included in )/&&¶V HPSOR\HU UHFRUGV DQG QRW VXEMHFW V are not limited to, the following:

- 1. Certification of a physician/practitioner under the Family Medical Leave Act
- 2. Accessibility/accommodation requests under the Americans with Disabilities Act
- 3. 3K\VLFLDQQRWHVFRQFHUQLQJDQHPSOR\aHdlistaflo`viityD(vEoLkQanludWnio\n+LQDELwork related)

## Creation, Storage, and Disposal of IHI

IHI held and used by Finger Lakes Community College is provided by employees and is retained in the Human Resources Office.

Access to this information is limited only to the Human Resources Office staff members. In order to maintain confidentiality, all information identified for disposal will be shredded by Human Resources personnel.