

# Center for Disability Services - Clover Patch Camp Notice of Privacy Practices

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## Privacy Notice

*This Notice describes how Identifiable Health Information about you may be used and disclosed and how you can get access to this information. Please review it carefully.*

*This Revised Notice of Privacy Practices is effective as of February 17, 2010. If you have any questions about this notice, please contact the Center for Disability Services (CFDS) Privacy Officer, at 518-944-2129.*

### Our Privacy Commitment to You

At CFDS, we understand that information about you and your family is personal. We are committed to protecting your privacy and sharing information only with those who need to know and are allowed to see the information to assure quality services to you.

#### 1. Who will follow these practices:

All people who work for CFDS in our programs, clinics and in our administrative offices will follow this notice. This includes employees, persons, contracts with contractors who are authorized to enter information in your clinical record or need to review your record to provide services to you, and volunteers that CFDS allows to assist you.

#### 2. What information is protected:

All information we create or keep that relates to your health or care and treatment, including your name, address, birth date, social security number, your medical information, your individualized service plan and other information about your care in our programs.

We will ask you to sign an "acknowledgement" indicating that you received this notice.