I. PURPOSE: This notice describes how information about you may be used and disclosed and how you can get access to this information. Please review it carefully. Bloomfield Social & Youth Services is committed to the privacy and confidentiality of Your Protected Information. Federal and State laws require us to have policies and procedures to safeguard the privacy of your Protected Information.

We are providing you with a written notice regarding our duties and practices in using your Protected Information. This Notice describes the ways in which we may use or disclose your Protected Information. It also describes your rights and our duties concerning such uses or disclosures. Bloomfield Social & Youth Services is required to abide by this Notice.

II. RESPONSIBILITY: Issuance of Client Notice of Privacy Rights Policy will be the responsibility of the Director and staff of Bloomfield Social & Youth Services.

III. FORMS: None

IV. PROCEDURE:

A. Uses and Disclosures Based on Your Written Authorization: Except for the purposes listed below, we will not use your Protected Information for any other purposes unless we have your express written authorization. You have the right to revoke a written authorization at any time as long as you do so in writing. If you revoke an authorization, we will stop the use of your Protected Information for the purposes listed in the authorization.

B. Other Permitted Disclosures: Unless State laws protect your Protected Information (such as HIV-related information), Bloomfield Social & Youth Services may disclose your Protected Information without your consent or without providing you with the opportunity to object as follows:

1. As required by law. We are mandated reporters and may disclose your Protected Information to governmental authorities for the purpose of reporting suspected abuse and/or neglect of children, the elderly and the disabled; or housing code violations that jeopardize your safety and well-being and the safety and well-being of others.

2. Judicial or Administrative Proceedings. We may disclose your Protected Information to courts. If we receive a court order issued by a judge or other person, we can release your Protected Information. If we receive a subpoena or other lawful request, we can only release your Protected Information if we have tried to notify you of the request for disclosure or if we receive satisfactory assurances from the party seeking the information that reasonable efforts have been made by such party to secure a qualified protective order.

3. Law Enforcement Officials. We may disclose your Protected Information to law enforcement officials to report criminal activity.

4. To Prevent a Serious Threat to Health or Safety. We may use or disclose your Protected Information to prevent a serious threat to the health or safety to you, another person or the public; or, if necessary, to apprehend an individual involved in a violent crime that we believe may have caused serious physical harm to you.
5. **Inter-departmental Communication.** We may need to disclose certain Protected Information with other Town Departments to meet your presenting needs. For example, when financial assistance is provided, documentation containing Protected Information may be submitted to the Finance Department for payment. No more than the “minimum necessary” amount of information to accomplish the intended purpose will be released. Reasonable precautions will always be taken to prevent inadvertent or unnecessary disclosures.

6. **Supervision and/or Case Consultation.** We may need to disclose certain Protected Information with a Supervisor, Department Director or Town Manager during supervision/case consultation for guidance in best meeting your needs.

C. **Disclosure of Protected Information in Special Situations:**

1. We may disclose Your Protected Information to family members and friends who are involved in your care. For example, we may make such disclosures when:
   - We have your verbal agreement to do so;
   - We make such disclosures and you do not object; or
   - We can tell from the circumstances that you would not object to such disclosures.

2. We also may disclose your Protected Information to family members or friends in instances when you are unable to agree or object to such disclosures. This can happen if we feel it is in your best interest to make disclosures that relate to your family member or friend’s involvement in your care. For example, in an emergency, we may share information with the family member or friend that comes with you to our office.

D. **Case Files:** Your case file is maintained in secured file cabinets on the premises of Bloomfield Social & Youth Services pursuant to the State of Connecticut Record Retention Policy and is accessible by authorized personnel only. You have the right to inspect and copy your Protected Information except for Case Notes. You may exercise this right in writing, addressed to your Worker or the Director of Social & Youth Services.

E. We reserve the right to change this Notice and to make the changes effective for all Protected Information acquired before and after any changes to this Notice. We will post a copy of the current Notice and its effective date in our office.

F. **Questions Or Complaints:** If you have any questions regarding this notice or wish to receive additional information about our privacy practices, please contact the Director of Bloomfield Social & Youth Services at:

   **Bloomfield Social & Youth Services**  
   **Attention: Director**  
   **330 Park Avenue, 2nd Floor * Bloomfield, CT 06002**  
   **(860) 242-1895**

If you believe your privacy rights have been violated, you have the right to file a complaint with the Director of Bloomfield Social & Youth Services at the address and phone number listed above; or you may file a complaint with the Town Manager at:

   **Town of Bloomfield**  
   **Attention: Town Manager**  
   **800 Bloomfield Avenue * Bloomfield, CT 06002**  
   **(860) 769-3504**

All complaints must be submitted in writing. You will not be retaliated against for filing a complaint.