



## GROUP INSURANCE BOARD

***Adopted:***

***Revised:***

### PRIVACY OF PERSONAL INFORMATION POLICY

#### Statement of Policy

Board members will safeguard from unauthorized use and disclosure all personal information<sup>1</sup> of members, beneficiaries, dependents and other individuals, encountered while in the performance of and in relation to Board duties, in accordance with the Boards' fiduciary responsibility and state and federal privacy statutes.

#### Background

The Boards, as fiduciaries of the Trust provided authority under Chapter 40 of the Wisconsin Statutes, are subject to the privacy restrictions under Wis. Stat. 40.07 Records relating to release of Individual Personal Information. Section 40.07 of the statutes states that Individual Personal Information in the records of the department is not a public record and shall not be disclosed except as provided in the section. Individual Personal Information held by the Department and encountered by Board members is not a public record and must remain confidential unless an exception applies.

In addition, the department is required under federal law to protect member medical information under the Health Insurance Portability and Accountability Act (HIPAA). Protected Health Information under HIPAA is a subset of Individual Personal Information already protected under 40.07, but noncompliance in the disclosure of Protected Health Information is subject to federal penalties.

#### Example Duties With Potential Personal Information

Member information is most often encountered during the appeals process, but may potentially arise under other closed session meetings. Member personal information should never be provided in open session.

#### Example Personal Information

Personal information covered under this policy is any information that can be used alone or in addition to other available information to identify an individual, including relatives, employers, dependents, beneficiaries or household members. Example identifiers include: name, ETF ID, Social Security Number, birth date, address, event dates, telephone number and disability status.

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<sup>1</sup>"Personal Information" includes Individual Personal Information (ETF 10.70) and Medical Records (ETF 10.01 (3m)) under Wis. Stat. 40.07, and Protected Health Information under HIPAA's Privacy Rule 45 CFR 160.103

For ETF internal use:

<b>Adopted*</b>	<b>Deferred Compensation Board Reviewed or Revised</b>	<b>Group Insurance Board Reviewed or Revised</b>	<b>Retirement Boards (ETF, TR, WR) Reviewed or Revised</b>
	11/3/2015		9/24/2015

\*Individual board policies may vary.