

KATIE MAYNARD, PLLC

TRAINING & CONSULTATION



Storage, Access, and Transmission of Confidential and Personal Information Policy

It is the policy of Katie Maynard, PLLC to control access to and maintain the confidentiality of records that contain Personal Information, in order to protect the privacy of its students, and consultees to reduce the risk of identity theft, and to comply with relevant federal and state laws and regulations governing Personal Information, including:

The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
Washington State 70.02 RCW (the Uniform Health Care Information Act); and
Other state and federal statutes and regulations as appropriate.

Personal Information includes information stored in any format, including but not limited to electronic media, hard copy documents, and certain types of information that may be conveyed orally.

The only information we collect is what is necessary to register for our materials. For CE courses, we also need to collect information related to your professional license.

Katie Maynard PLLC will not sell or share your information with any third party, except for the purpose of confirming continuing education credits from an authorized accrediting agency/organization

We do not store your payment account information (e.g. credit card info, etc.). Our online credit card payments are processed externally by one of the world's largest accredited credit card processing gateways. However, the payment processing company we utilize does afford you the option to store your payment account (i.e. credit card) on file in their system for future use and we have no access to this data.

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All electronic files that contain Personal Information shall be stored on HIPAA compliant cloud servers or be encrypted and stored in a secure location. Such files may not be stored on personally-owned computers or devices. All files that contain Personal Information shall not be transmitted over any public wireless network. All hard-copy files will be stored in secure locked locations. Students and consultees may access Personal Information contained in records by contacting Katie Maynard PLLC which will ensure that any access to records is consistent with relevant law.

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