

TUMWATER SCHOOL DISTRICT #33
621 Linwood Avenue SW
Tumwater, WA 98512

NOTICE OF PRIVACY PRACTICES
July 16, 2019

At Tumwater School District #33, we are committed to maintaining the confidentiality of your personnel and payroll records. This Notice of Privacy practices informs you about how we disclose your personal information and your rights regarding that information.

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Tumwater School District #33 must take measures to protect the privacy of your information. Examples of your personal information include your name, social security number, address, telephone number, etc.

We collect most of your personal information directly from you. We may also obtain your personal information from third parties without your specific authorization. These third parties may include state and federal agencies, such as the Washington State Department of Retirement Systems.

We may use or disclose your personal information without your specific authorization for the purposes described below:

Legal Proceedings: We may disclose your personal information in response to a court or administrative order, subpoena, or other lawful process.

Law Enforcement: We may disclose your personal information to law enforcement officials if we receive a court order, warrant, grand jury subpoena or an inquiry for purposes of identifying or locating a suspect, fugitive, material witness or missing persons.

Public Health: We may disclose personal information about you to the extent necessary to avert a serious and imminent threat to your health or safety or the health or safety of others.

As Required by Law: We may use or disclose your personal information when required by federal, state or local law. If you receive public benefits through a government program, we may disclose personal information about you to the state or

federal agency administering that program or another government program, including workers' compensation programs.

Health Plan Sponsor: Your health plan sponsor is your employer, Tumwater School District #33. We may disclose personal information about you to permit the plan sponsor to perform plan administration functions. For example, we typically disclose enrollment and eligibility information.

Business Associates: We may disclose your personal information to our Business Associates, which are entities that are not employed by us. Examples of Business Associates could be the bargaining unions, Public School Employees, Tumwater Office Personnel Association, Tumwater Association of Paraprofessionals, and Tumwater Education Association.

Military and National Security: Under certain circumstances, we may disclose to military authorities the personal information of armed forces personnel. We may also disclose to authorized federal officials personal information required for lawful intelligence, counterintelligence and other national security activities.

For other purposes, we will request your specific authorization in writing; an example could be Verification of Employment from a financial institution and the Automatic Clearing House Program where we deposit your net pay into your bank account on payday.

You have rights regarding personal information that we maintain about you. You have the right to request inspection and to receive a copy of your personal information. If you feel the personal information that we maintain about you is incorrect or incomplete, you have the right to request amendment to your information. All requests must be in writing and you may need to make an appointment.

Should any of our privacy practices change, we reserve the right to change the terms of this Notice. If we make any changes to our privacy practices, we will provide you with a copy of the revised Notice.

To obtain a copy of this Notice, please contact the Payroll Department and we can provide you this Notice in paper form, or electronically via e-mail.

You may exercise any of your rights described in this Notice, or ask questions about these rights by contacting the Tumwater School District, Payroll Department, 621 Linwood Avenue SW, Tumwater, WA 98512, (360) 709-7029.