



## HIPAA and Confidentiality Statement

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Protecting the privacy of clients and employee information is an important responsibility facing not only TCCI but all organizations entrusted with confidential information. As nonprofit organization, TCCI is privileged to provide services to children and families throughout Brazoria, Galveston, Ft. Bend, and Harris Counties. With this privilege also comes the responsibility to understand and address privacy issues that impact the communities we serve.

Chances are that if you work here, you are exposed to some type of confidential information- information that should remain private- whether it's medical, employee, client, or financial information doesn't matter. TCCI depends upon you to do your part to protect the confidentiality of the information we have.

TCCI's Compliance Office coordinates the policies, procedures, and processes needed to protect the privacy of the confidential information entrusted to us. One of the most important parts of our job is to be a resource to you! We do this through training and advice-giving related to TCCI policies, as well as State and Federal laws and regulations, associated with information privacy and security.

If you are a member of one of the communities we serve- whether you're our employee, client, or vendor- we want you to understand we take our responsibility seriously and strive to ensure the privacy and security of your information.

Please address any questions about TCCI's privacy policy and practices to the Compliance Office at (409) 765-5212 the children's center via the postal service at PO Box 2600, Galveston, TX, 77550-2600.

This policy is effective August 2013. TCCI reserves the right to modify this policy by notifying users of the existence of a new privacy statement. This statement and the policies outlined are not intended to and do not create any contractual or other legal rights in or on behalf of any party.