



The University of Vermont

**Center for Health and Wellbeing at UVM**  
**Your Information. Your Rights. Our Responsibilities.**

This notice is effective as of October 1, 2018. It describes how information about you is collected and may be accessed, used, disclosed or otherwise processed. **Please review it carefully.**

As a student at the University of Vermont, you may receive health care services at the Center for Health and Wellbeing (“CHWB”). CHWB collects certain data about you that is protected under Vermont state law and by the Family Educational Rights and Privacy Act (FERPA). There may be other federal, state, local or international laws or regulations that also provide you with additional privacy protections. CHWB is not a covered entity as defined by the Health Insurance Portability and Accountability Act (HIPAA) and, therefore, HIPAA does not apply. However, CHWB does comply with FERPA and with Vermont state laws and, consequently, health/medical records are afforded higher privacy protections than other types of student education records.

We collect this data in order to (1) provide medical, psychological services and healthy lifestyle programs; (2) comply with our legal, regulatory and policy requirements; and (3) maintain a safe and healthy campus. All personal data you have provided to CHWB will be processed and handled in accordance with its policies, with FERPA, with the State of Vermont’s Disclosure of Information and Patient Privilege statutes, and with any other federal, state, local or international laws, as they relate to university operations. We will maintain the highest levels of confidentiality and privacy when accessing, using, storing, processing, and/or disclosing your personal data.

We are providing this Privacy Notice to you so that you can understand the manner in which we collect and use your information and the efforts we use to protect it.

It is our policy that only authorized CHWB personnel have the right to access your health information. In addition, any disclosures, both to internal employees and to external parties, are not permitted unless the employee making the disclosure is authorized to do so and (i) the disclosure is necessary for that employee to perform his/her assigned CHWB duties; (ii) the disclosure

is required by a regulation, or (iii) you are requesting the disclosure and/or you have provided your consent for the disclosure.

UVM is committed to protecting your privacy and we strive to protect your information through our policies relating to privacy and information security. These policies include, but are not limited to the following:

- Computer, Communication, and Network Technology Acceptable Use
- Data Breach Notification
- FERPA Rights Disclosure
- Information Security
- Privacy

Under FERPA, we are generally unable to disclose your medical information to your parents without your consent. It is your right, however, to sign an authorization allowing CHWB to respond to questions from your parents/legal guardians about medical services provided and/or charges imposed on your student account.

We may use or disclose your personal information as specified herein:

1. Accessing and processing of your personal data will be limited only to those offices/individuals with a legitimate need (i.e., the CHWB staff member providing health services to you, administrators in CHWB whose job requires access to and/or processing of your information, those responsible for carrying out UVM's legal, regulatory and policy requirements for which access to your data is necessary.)
2. Generally, your health information will only be used and/or disclosed:
  - a. To other authorized CHWB or UVM employees to carry out any CHWB or UVM contractual obligations. This includes, but is not limited to, the provision of student health services, counseling and psychiatry services, and health lifestyle programs. Counseling records are NOT part of academic records, and no one outside CHWB has access to them without your express written permission.
  - b. To allow the University to provide a safe and healthy campus. Examples of these disclosures include:
    - i. If you have certain communicable diseases or have been exposed to certain communicable diseases or where there is a foreseeable, real or probably risk of transmission of a contagious disease.
    - ii. If CHWB is directly transferring you to another healthcare facility and information is provided to that healthcare facility.

- c. In the event of an emergency or as otherwise determined by UVM authorities to be in your best interest and only to those who can assist in resolving the emergency (i.e., law enforcement, University authorities or other interested parties) or to those whose job requirements include providing services to you. Examples include:
      - i. If you pose a physical threat to yourself or to another person.
      - ii. If your clinician suspects possible abuse or neglect of a child or vulnerable adult.
    - d. In response to a lawfully issued subpoena or judicial order.
    - e. To a third party if that third party is performing a function on UVM's behalf which requires that the third-party has access to your health information (but only if that third party agrees to not further disclose the information except as permitted by law.)
  3. The State of Vermont requires that, if requested by law enforcement, the following disclosures be made without the need for CHWB to obtain your consent:
    - a. Information related to prescriptions, orders, and records of related drugs.
    - b. Information communicated by you to a clinician in an effort to obtain a regulated drug/controlled substance.
  4. We may use email to communicate with you. Email sent from our offices will generally be sent using a secure message system and will become part of your clinical record. Standard email is not a secure form of communication. We do not provide online counseling and e-mail should never be used in urgent situations, as we do not maintain continuous access to our general or secure email.
  5. We may ask if we can videotape you. Videotaping can assist your counselor in providing you with the best possible care, and may be used for consultation and supervision. Your written consent is necessary for any taping.
  6. To otherwise comply with federal, state, local or international laws or regulations.

Your personal data will be stored according to UVM's legal and operational requirements. These requirements can be found on UVM's Records Retention Schedule which can be found at [www.uvm.edu/compliance/compliance/record\\_retention\\_schedule](http://www.uvm.edu/compliance/compliance/record_retention_schedule).

If the record type is not listed in the schedule, contact the individual listed at the end of this notice.

Under certain circumstances, you may have the right to request that use of your personal information be limited. However, any refusal to provide, or

restriction to use, your personal data for those uses necessary to carry out the activities required for the management of the programs or process for which this Notice applies may make it impossible for UVM to accomplish its contractual and regulatory/legal obligations. Therefore, your request for restriction may not be approved/allowed and your refusal may disallow you from participation in certain programs.

If you have a complaint regarding the disclosure of your CHWB records, contact the CHWB Privacy Officer listed below. In addition, if you feel your FERPA rights have been violated, you may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, (202) 260-3887.

Any other questions related to your rights and/or the processing of your personal data, to request a copy of your personal data or to request a restriction on the use of your personal information, contact:

CHWB Privacy Officer  
Center for Health & Wellbeing  
425 Pearl Street, Suite 2224, Burlington, VT 05405  
(802) 656-3350

If you wish to file a complaint related to the collection and/or processing of your personal data, contact UVM's Chief Privacy Officer at [privacy@uvm.edu](mailto:privacy@uvm.edu).