

NOTICE OF HIPAA PRIVACY PRACTICES OF THE HOUSE STAFF BENEFITS PLAN

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice is effective February 10, 2026.

By law, the House Staff Benefits Plan ("HSBP") is required to maintain the privacy of your Protected Health Information ("PHI"), information that constitutes protected health information as defined in the Privacy Rule of the Administrative Simplification provision of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). The Privacy Regulations cover the disclosure and use of PHI, your individual rights regarding PHI and special rules for plan sponsors, employers and service providers to plans. This notice describes how HSBP protects the PHI we have about you and may use your health information for purposes of making or obtaining payment for your care and conducting health care operations. HSBP has established a policy to guard against unnecessary disclosure of your health information.

HSBP **must** use and disclose your PHI to provide information:

1. To you or someone who has the legal right to act for you (your personal representative),
2. To the Secretary of the Department of Health and Human Services, if necessary, to make sure your privacy is protected, and
3. Where required by law.

HSBP **may** use and disclose your PHI for Treatment, Payment and Health Care Operations. For example:

1. **Treatment**. HSBP may use or disclosure your PHI for the provision, coordination, or management of your health care. As a health plan, while HSBP does not provide treatment, HSBP may use or disclose your PHI to support the provision, coordination, or management of your care. For example, HSBP may disclose the fact that you are eligible for benefits to a provider who contacts us to verify your eligibility.
2. **Payment**. HSBP may use or disclose your PHI to make payment to or collect payment from third parties, such as other health plans or providers, for the care you receive. For example, HSBP may provide information regarding your coverage or health care treatment to other health plans to coordinate payment of benefits.
3. **Health Care Operations**. HSBP may use or disclose your PHI for its own operations to facilitate the administration of the health plan and as necessary to provide coverage and services to all of HSBP's employees.

HSBP **may** use or give out your PHI for the following purposes under limited circumstances:

For Treatment Alternatives and Health-Related Benefits and Services. HSBP may use and disclose your PHI to tell you about or recommend possible treatment options or alternatives and health-related benefits that may be of interest to you.

For Disclosure to the Plan Sponsor (the Trustees of HSBP). HSBP may disclose your PHI to the Plan Sponsor (the Trustees of HSBP) for plan administration functions performed by the Plan Sponsor (the Trustees of HSBP) on behalf of HSBP. In addition, HSBP may provide summary health information to the Plan Sponsor (the Trustees of HSBP) so that the Plan Sponsor (the Trustees of HSBP) may solicit premium bids from health insurers or modify, amend or terminate the plan. HSBP also may disclose to the Plan Sponsor (the Trustees of HSBP) information on whether you are participating in the health plan.

When Legally Required. HSBP will disclose your PHI when it is required to do so by any federal, state or local law.

Public Health. HSBP may disclose your PHI for public health purposes to a public health authority that is permitted by law to collect or receive the information. The disclosure will be made for the purpose of preventing or controlling disease (including communicable diseases), injury or disability. If directed by the public health authority, HSBP may also disclose your PHI to a foreign government agency that is collaborating with the public health authority.

Abuse or Neglect. HSBP may disclose your PHI to any public health authority authorized by law to receive reports of child abuse or neglect. In addition, if HSBP reasonably believes that you have been a victim of abuse, neglect, or domestic violence, HSBP may disclose your PHI to the governmental entity or agency authorized to receive such information. In this case, the disclosure will be made consistent with the requirements of applicable federal and state laws.

To Conduct Health Oversight Activities. HSBP may disclose your PHI to a health oversight agency for authorized activities including audits, civil administrative or criminal investigations, inspections, licensure or disciplinary action. HSBP, however, may not disclose your PHI if you are the subject of an investigation and the investigation does not arise out of or is not directly related to your receipt of health care or public benefits.

In Connection with Judicial and Administrative Proceedings. As permitted or required by state law, HSBP may disclose your PHI in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal as expressly authorized by such order or in response to a subpoena, discovery request or other lawful process, but only when HSBP makes reasonable efforts to either notify you about the request or to obtain an order protecting your health information.

For Law Enforcement Purposes. As permitted or required by state law, HSBP may disclose your PHI to a law enforcement official for certain law enforcement purposes, including, but not limited to, if HSBP has a suspicion that your death was the result of criminal conduct or in an emergency to report a crime.

Coroners, Funeral Directors, and Organ Donation. HSBP may disclose your PHI to a coroner or medical examiner for identification purposes, or other duties authorized by law. HSBP may also disclose your PHI to a funeral director, as authorized by law, in order to permit the funeral director to carry out his/her duties. HSBP may disclose such information in reasonable anticipation of death. PHI may be used and disclosed for cadaveric organ, eye or tissue donation and transplantation purposes.

In the Event of a Serious Threat to Health or Safety. HSBP may, consistent with applicable law and ethical standards of conduct, disclose your PHI if HSBP, in good faith, believes that such disclosure is necessary to prevent or lessen a serious and imminent threat to your health or safety or to the health and safety of the public.

For Specified Government Functions. In certain circumstances, federal regulations require HSBP to use or disclose your PHI to facilitate specified government functions related to the military and veterans, national security and intelligence activities, protective services for the President and others, and correctional institutions and inmates.

For Workers' Compensation. HSBP may release your health information to the extent necessary to comply with laws related to worker's compensation or similar programs.

Redisclosure. Information that HSBP discloses pursuant to the HIPAA Privacy Rule may be subject to redisclosure by the recipient and no longer protected by the HIPAA Privacy Rule.

Uses and Disclosures of Your Substance Use Disorder Records. The Plan provides additional confidentiality protections to certain substance use disorder ("SUD") records. This applies to records of the identity, diagnosis, prognosis, or treatment of any patient which are maintained in

connection with the performance of any program or activity relating to SUD education, prevention, training, treatment, rehabilitation, or research, which is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States ("Part 2 records"), that are protected by federal law under 42 C.F.R. Part 2.

Except in limited circumstances, the disclosure of Part 2 records requires your explicit written consent. If the Plan receives Part 2 records through a general consent you provide to the Part 2 SUD treatment program, the Plan may use and disclose the Part 2 records for treatment, payment, and health care operations purposes as described in this Notice. If the Plan receives Part 2 records through a specific consent that you provide to the Plan, the Plan will use and disclose your Part 2 records only as specifically permitted.

The Plan is prohibited from using and disclosing Part 2 records or testimony relaying the content of such records in civil, criminal, administrative, or legislative proceedings by any federal, state or local authority conducted against you if you are the patient who is the subject of the Part 2 record, unless specifically authorized by (1) you or (2) the order of a court, accompanied by a subpoena or other lawful process compelling disclosure, after it provides you with notice of the court order and an opportunity to be heard.

The Plan does not use Part 2 records for fundraising purposes.

By law, HSBP must have your written permission (authorization) to use or disclose your PHI for any other purpose that is not set out in this Notice. If you authorize HSBP to use or disclose your health information, you may revoke that authorization in writing at any time.

You **have the following rights** regarding your health information that HSBP maintains:

Right to Inspect and Copy Your Health Information Held by HSBP. A request to inspect and copy records containing your health information must be made in writing. If you request a copy of your health information, HSBP may charge a reasonable fee for copying, assembling costs and postage, if applicable, associated with your request.

Right to Amend Your Health Information. If you believe that your health information records are inaccurate or incomplete, you may request that HSBP amend the records. That request may be made as long as the information is maintained by HSBP. HSBP may deny the request if it does not include a reason to support the amendment. The request also may be denied if your health information records were not created by HSBP, if the health information you are requesting to amend is not part of HSBP's records, if the health information you wish to amend falls within an exception to the health information you are permitted to inspect and copy, or if HSBP determines the records containing your health information are accurate and complete.

Right to Request Restrictions on Certain Uses and Disclosures of Your Health Information. You have the right to request a limit on HSBP's disclosure of your health information to someone involved in the payment of your care. However, HSBP is not required to agree to your request.

Right to Receive Confidential Communications. You have the right to request that HSBP communicate with you in a certain way if you feel the disclosure of your health information could endanger you. HSBP will attempt to honor your reasonable requests for confidential communications.

Right to Receive a Listing of Those Receiving Your PHI from HSBP. You have the right to request a list of certain disclosures of your health information, such as disclosures for public purposes authorized by law or disclosures that are not in accordance with HSBP's privacy policies and applicable law. The request must be made in writing, specifying the time period for which you are requesting the information, but may not start earlier than April 14, 2003. Accounting requests may not be made for periods of time going back more than six (6) years.

Right to a Paper Copy of this Notice. You have the right to paper copy of this Notice at any time, even if you have received this Notice previously or agreed to receive it electronically.

Right to Receive Notice of Certain Breaches of PHI. If your “unsecured” PHI is accessed, acquired, used or disclosed in a manner that is considered a breach and not permitted under the HIPAA Privacy Rule, HSBP will notify you. Unsecured PHI is PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized persons through certain specified technologies and methodologies.

HSBP is required by law to maintain the privacy of your health information as set forth in this Notice and to provide to you this Notice of its duties and privacy practices. HSBP is required to abide by the terms of this Notice, which may be amended from time to time. HSBP reserves the right to change the terms of this Notice and to make the new Notice provisions effective for all health information that it maintains. If HSBP changes its policies and procedures, HSBP will revise the Notice and will provide a copy of the revised Notice to you within sixty (60) days of the change. You have the right to express complaints to HSBP and to the Secretary of the Department of Health and Human Services if you believe that your privacy rights have been violated. Any complaints to HSBP should be made in writing to:

**Yavena Deoki-Lyles
Privacy & Security Officer
House Staff Benefits Plan
10-27 46th Avenue, Suite 300-2
Long Island City, NY 11101
Phone: (212) 356-8180
Email: privacy@cirseiu.org**