

Privacy Policy

This notice provides the Telecommunications and Information Policy Group (TIPG) under the Social Science Research Institute of the University of Hawaii policy regarding the nature, purpose, use and sharing of any information collected by TIPG operators and management for video teleconference set-up and use. The information you provide us will be used for its intended purpose.

Definitions

Throughout this policy:

- ▶ **TIPG-** Telecommunication and Information Policy Group.

- ▶ The term “**personal information**” refers to any piece of information that can potentially be used to uniquely identify, contact, or locate a single person.

- ▶ **HIPPA:** Health Insurance Portability and Accountability Act of 1996 – The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 requires the Department of Health and Human Services (HHS) to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers. It also addresses the security and privacy of health data. Adopting these standards will improve the efficiency and effectiveness of the nation’s health care system by encouraging the widespread use of electronic data interchange in health care¹.

- ▶ **Disclosure:** The release, transfer, provision of access to, or divulging in any other matter of information outside the entity holding the information.

Personal Information

TIPG will use personal information that you choose to provide through such methods as completing a form or sending us an email, to respond to your message and to help us give you the information and or services that you have requested.

Please know that email is not necessarily secure. You should be advised to never send such sensitive information such as your Social Security number in an email.

Other information collected through questionnaires, feedback forms, or other means determined by TIPG enables TIPG to determine our partners and visitors’ interest so that we may be able to provide better service to them.

TIPG will not release your personal information to a third party, unless required to do so under law or government order. However, TIPG may share or disclose demographic data that do not contain any personal information that may uniquely identify a person or parties.

¹ Retrieved from the U.S. Department of Health and Human Services website, <http://www.cms.hhs.gov/HIPAAGenInfo/> on July 26, 2006.

HIPAA

The HIPAA Privacy Regulations ensures “protected health information.” TIPG and this policy recognize that HIPAA requires authorization from an individual(s) to disclose their protected health information. TIPG obeys by such law and will not and shall not disclose such information that may be presented during a Video Teleconference or any other means, not limited to information collected through forms, applications and our website.

Types of personal information we collect:

1. Name(s)
2. Phone numbers
3. Type of conferencing system
4. Size of conference room

Monitoring of Video Teleconferences

All video teleconferences **are** monitored by the TIPG Network Operations Center unless otherwise requested in advance by the video teleconference coordinator. In an unmonitored session it is the responsibility of the video teleconference participants to notify the TIPG Network Operator by telephone if any problems during the video teleconference should arise; the TIPG Operator will not be able to respond automatically to video teleconference problems without being notified.

Procedurally the TIPG Network Operations Center (NOC) Operator will verify all site connections through audio and video tests prior to the scheduled session. During these tests the TIPG NOC is connected to the conference for testing purposes. After the initial set-up and tests, the Operator will disconnect the TIPG NOC from the conference, thus allowing for a private conference between authorized sites for unmonitored sessions.

Recording of Video Teleconferences

The video teleconferences **are not** recorded unless otherwise requested by the individuals and or parties that are involved. There may be applicable recording charges and must be arranged prior to the scheduled video teleconference. All recorded video teleconferences must have a consent/release form signed by all participants. A copy of the consent/release form can be obtained from the STAN web site or by contacting a TIPG Network Operations Center operator.

Change or Revision

TIPG reserves the right to change and or revise this privacy policy without further notice. If you have any questions or comments, please contact us at:

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