



SKIDMORE COLLEGE HEALTH SERVICES

815 North Broadway Saratoga Springs, NY 12866

Phone: 518-580-5550

Fax: 518-580-5556

e-mail: health@skidmore.edu

Skidmore College Health Services Notice of Privacy Practices

Skidmore College Health Services is committed to protecting your privacy. This notice explains:

- How we protect your medical records
- How we may use and disclose your medical information
- Your rights to access your medical information
- How to file a complaint
- Whom to contact with a question about privacy practices

Quick Reference Guide:

Key Points	What you should know
Your rights	You can access, amend, or request restrictions on your records
When we can share information	Only with consent, except for emergencies or as required by law
Filing a complaint	Reach out to the Director of Health Services and/or Associate Dean of Student Affairs for Health and Wellness by phone, email, or in-person
Data breach response	We will notify affected individuals within 30 days

1. INFORMATION WE COLLECT

We collect two types of information:

- **Personal information:** Legal name, preferred name, address, phone, email, pronouns, insurance details, and payment information
- **Health information:** Medical history (including records from other providers), allergies, medications, diagnoses, treatment plans, lab tests, and imaging records

2. HOW WE USE YOUR INFORMATION

Your information is used to:

- Develop a medical diagnosis and treatment plan
- Process insurance payment information (available only for students enrolled in the student health insurance plan)
- Manage appointments
- Follow New York State laws, including vaccine requirements and reporting certain communicable illnesses
- Communicate with other providers, including emergencies
- Conduct research and quality improvement with safeguards for confidentiality



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3. DATA SECURITY

Health Services implements physical, technical, and administrative safeguards to protect your information.

Electronic security (Protecting digital personal health information):

- All data is stored in a HIPAA-compliant electronic health record with multifactor authentication
- Role-based access controls prevent unauthorized staff from accessing specific records.
- Secure messaging via the health portal is used for all student communications
- Telehealth services are encrypted and require identity verification before appointments

Physical security (Protecting paper records & physical access to personal health information):

- Paper-based health information is stored in a double-locked fashion
- Paper records are shredded before disposal
- Workstations are obstructed from view or locked when unattended

Administrative security (Policies, procedures, and staff training):

- Access to records is on a need-to-know basis
- Confidentiality agreements are signed upon hire
- Third party vendors (e.g., lab testing or secure shredding) comply with legal requirements to safeguard privacy
- Staff training on data privacy is conducted annually
- Records are audited when needed

4. KEY PRIVACY LAWS, DEFINING TREATMENT RECORDS, AND DISCLOSURE PARAMETERS

Medical records, like treatment records from Health Services, are records that belong to Skidmore College Health Services. The *information* in the record belongs to you. Your records are maintained according to federal law, specifically the **Family Educational Rights and Privacy Act (FERPA)**. This law protects your information by putting limits on how Health Services can share your treatment records.

Key Privacy Laws

- **FERPA**: Protects education records, including health records, maintained by the college
- **HIPAA**: Governs health information used for treatment and takes a secondary role to FERPA in healthcare settings within educational institutions that only serve students

Definition of Treatment Records

Under FERPA, treatment records include individually identifiable health information that are:

- Associated with the provision of health care services to an individual
- Created, received, shared, or kept by Health Services in any form: oral, written, or electronic
- Related to an individual's past, present, or future physical or mental health conditions
- Linked to payment for health care services

Disclosure of Health Records

Under FERPA, education records, including treatment records, can only be disclosed with **prior verbal or written consent** from:

- A student who is **18 years or older** and enrolled at the college at present or past



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- A **student's parent or guardian** if the student is **under 18** and enrolled at the college

5. WHEN WE CAN SHARE YOUR INFORMATION

Your medical information can be shared in two different ways:

- **With Consent:** You gave **clear verbal or written consent**, as noted in your medical record before sharing your personal health information.
- **Without Consent:** By law, your information must be shared in specific situations, including:
 - **Imminent safety risk:** If you are at risk of seriously harming yourself or others.
 - **Public health emergencies:** These are situations that affect public health or safety. They follow FERPA and New York State laws.
 - **Legal compliance:** Complying with judicial orders or subpoenas.
 - **Mandatory reporting:** Reporting abuse and neglect when required by law.

Information sharing is restricted to the information needed to achieve the purpose of the disclosure. This [Release of Information](#) is used to document consent to request or share information.

NOTE: *Treatment records are NOT released in response to a general request for education records.*

6. YOUR RIGHTS TO REQUEST ACCESS, AMENDMENTS, RESTRICTIONS OR TO FILE A COMPLAINT

You have the right to:

- Access your personal and health information within 30 days of a written request.
- Request amendments if records are inaccurate or incomplete.
- Request restrictions on the use or disclosure of your information.
- File a complaint regarding privacy breaches.

You must submit requests or complaints in writing to either the Director of Health Services and/or the Associate Dean of Student Affairs for Health and Wellness (contact information below). Your request or complaint will be promptly reviewed and appropriate action taken. You can expect a response within 30 days of receipt.

Key Contacts:

Abigail Caldwell, NP
Director of Health Services
acaldwell@skidmore.edu
518-580-5550
Monday-Friday 9am-4:30pm

AND/OR

Julia Routbort Baskin, PhD
Associate Dean of Student Affairs,
Health and Wellness
jroutbor@skidmore.edu
518-580-5559
Monday-Friday 9am-4:30pm

7. DATA BREACH

Information accessed or released without student consent is a data breach. In the event of a data breach, we take the following steps to secure student information, communicate about the data breach, and to prevent further breaches:

- Identify students affected and notify them of the breach within 30 days.



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- Work with IT to immediately contain and assess the breach by identifying what data was compromised, how it was accessed, and secure any vulnerable systems.
- Evaluate Health Services workflow to determine the need for re-training, change in practices, or update protocols.

For any questions or concerns about how we protect your privacy, please contact Health Services at 518-580-5550.

REFERENCES:

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