



# YOUR PRIVACY IS IMPORTANT TO US

**The Health Insurance Portability and Accountability Act (HIPAA)** is a Federal law that protects the privacy rights of your personal health information.

**As a DCF client**, the pamphlet "Management and Protection of Protected Health Information Policy," is provided to explain the responsibilities of the Department to protect the confidentiality of your personal health information.

**This policy tells you the following:**

- What DCF's rights and responsibilities to protect the confidentiality of your health information.
- When and how we may use or share your protected health information without your permission.
- When we need your permission to share your protected health information.
- How and where to file a complaint if you think we have violated your privacy rights.

If you need a copy of this pamphlet or feel your privacy has been violated, please write or call:

**DCF Office of Civil Rights  
2415 N. Monroe Street, Suite 400  
Tallahassee, Florida 32303  
(850) 487-1901**

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*Mission: Work in Partnership with Local Communities to Protect the Vulnerable,  
Promote Strong and Economically Self-Sufficient Families, and Advance  
Personal and Family Recovery and Resiliency*