University of California San Francisco

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Privacy and Security Brown Bag Events

Come learn more about privacy and security tips and best practices during a number of upcoming events! *Please note that these events are for UCSF workforce members only.*

June 2, Mission Center Building (MCB) Room 126—FBI Guest Speaker: How the FBI Investigates Cyber Crime

Registration: http://tiny.ucsf.edu/bbJ9f9

Supervisory Special Agent (SSA) Enrique Alvarez of the FBI's San Francisco Cyber Security Branch will give a presentation on cybersecurity and how the FBI investigates cybercrime. SSA Alvarez will conclude by describing best practices on how to protect yourself from being victimized by computer intrusion.

July 24, Mission Hall Mission Hall Room MH-2103—Security in the Cloud

Registration: http://tiny.ucsf.edu/XID6md

Join our security experts, Jamie Lam (School of Medicine, Data Security Compliance Manager) and Toby Barber (IT Security, Senior Security Analyst) as they share security considerations when deploying or purchasing systems in the cloud. Learn about how you can secure your data with a cloud vendor and how to prepare for the UCSF security review process.

Jamie and Toby will cover: (1) considerations when using a cloud vendor, (2) your security responsibilities vs. the vendor's responsibilities, and (3) governance of cloud computing at UCSF.

Past Events:

May 22, Mission Hall Room MH-2103 —Privacy and Security #Fails

Jamie Lam (School of Medicine, Data Security Compliance Manager) and Bianca Paraguya (UCSF Privacy Office, Privacy and Compliance Analyst) shared stories about privacy and security incidents from UCSF and other academic medical centers.

They covered: (1) how to securely transfer data to/from UCSF, (2) how to properly de-identify data, and (3) how to verify that a technology you are developing or purchasing is secure.

Did you miss out on this event? Check the UCSF Events Calendar for future offerings and stay tuned.

!!! UPDATE: Clinical Data Request Process (CDRP)

There is a new, streamlined Clinical Data Request Process (CDRP) that provides faculty, staff and students an easy-to-use way to request clinical data for treatment, payment, operations, quality improvement and research purposes; while ensuring all UCSF privacy and security policies are followed. This new process replaces the APeX New/Modify Report Request Form and the Clinical Data Research Consultations Request Form. The new request process can be accessed on the Clinical Data Request Process website here: http://data.ucsf.edu/cdrp.

Kudos Corner: Center for Reproductive Health

This month's Kudos Corner features efforts by the new practice manager for the Center for Reproductive Health, **Liz Ceja**. Liz sends out regular newsletters to her staff which include a "Privacy Corner" with helpful tips on how to prevent privacy incidents. Way to start off on the right foot, Liz! Thanks for being our partner in disseminating privacy best practices.

Is your department making strides in Privacy awareness? Do you have a practice/process you'd like to share? Let us know! Email Bianca Paraguya at bianca.paraguya@ucsf.edu to share.

Privacy Corner

Prevent Mis Handing Documents
(Abstracted from the Privacy Office: Privacy Tips)

1. Review each page of a document before handing it a patient to ensure that each page belongs to the same patient.

2. Staple all verified pages of a document together to prevent any pages from unintentionally mixing with another patient's information packet.

3. When retrieving documents from the printer, check to make sure that you are grabbing only your documents and not including someone else's print.

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No Business Associate Agreement (BAA) in Place? A Costly $31,000 Mistake!

The U.S. Department of Health and Human Services (HHS) settled in the amount of $31,000 for violations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) with a Covered Entity. In August 2015, the HHS Office for Civil Rights (OCR) initiated a compliance review of the Center for Children's Digestive Health (CCDH) following an initiation of an investigation of a business associate, FileFax, Inc., which stored records containing protected health information (PHI) for CCDH. While CCDH began disclosing PHI to FileFax in 2003, neither party could produce a signed Business Associate Agreement (BAA) prior to Oct. 12, 2015. The details of the settlement can be found here: www.hhs.gov/hipaa/for-professionals/compliance-enforcement/agreements/CCDH

Office for Civil Rights

Please ensure all your vendors who create, receive, store, maintain or transmit protected health information on behalf of UCSF are covered under a BAA. Don't assume that a vendor who has been at UCSF "forever" already has a BAA in place! Please contact your local contracts office for assistance.

In February 2017, the UC Office of the President conducted two sessions of a systemwide BAA training in Oakland and Irvine, respectively. UCSF's local contract officers attended and are now well-equipped, and are willing and ready to assist. The main focus for the training was the new template document entitled, "Appendix BAA". The event was a resounding success and included live negotiation exercises.

UC Office of the President also hosted a BAA training webinar in early May for those who missed the in-person trainings. To request copies of the slide deck or to access a recording of the training, please contact Andrea Tung (andrea.tung@ucop.edu).

Test Your Privacy Knowledge — Complete the Quiz

Test your privacy knowledge! For your chance to **win a $25 Amazon gift card**, submit your answer to the question below to UCSFPrivacyOfficeDrawing@gmail.com by **June 15, 2017**. One lucky winner will be chosen out of the correct responses to receive the gift card.

What is a Business Associate?

A person or entity (other than a workforce member of a Covered Entity) who performs functions or activities on behalf of, or provides certain services to, a Covered Entity that involve access by the Business Associate to protected health information. A subcontractor that creates, receives, maintains, or transmits protected health information on behalf of another Business Associate.

Which of the following are Business Associates? Please indicate all that apply.

A. A third party administrator that assists a health plan with claims processing.
B. An outside vendor providing data analysis of healthcare information.
C. U.S. Postal Service.
D. An outside vendor providing Janitorial Services.
E. An outside vendor providing Electrical Services.

DDPE Removable Storage Encryption

DDPE Removable Storage Encryption is available for MedCenter users and will be rolled out to Campus and School of Medicine (SOM) starting this month (May 2017). DDPE Removable Storage Encryption allows users to securely store restricted data on regular "off the shelf" USB drives.

Compatible with both Mac and Windows, it can enable read and write access to encrypted data on removable drives without installing additional software. Read more about the feature and rollout at https://it.ucsf.edu/services/removable-storage-encryption.