

University of New England

NOTICE OF PRIVACY PRACTICES

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.

Effective Date: February 16, 2026

This Notice describes how the University of New England may use and disclose your health information and your rights regarding that information. We are required by law to maintain the privacy and security of your protected health information (PHI) and to follow the terms of this Notice.

USES AND DISCLOSURES OF HEALTH INFORMATION

We may use and disclose your protected health information without your written authorization for the following purposes, as permitted or required by law:

- **Treatment:** To provide, coordinate, or manage your health care and related services.
- **Payment:** To bill and collect payment, determine eligibility, coverage, and medical necessity.
- **Health Care Operations:** Quality improvement, training, accreditation, auditing, compliance, and business management. To the extent permitted by law, substance use disorder records may be used or disclosed for treatment, payment, and health care operations pursuant to your consent; however, such records remain subject to the additional protections and limitations described below under Special Protections for Substance Use Disorder Records.
- **Public Health Activities:** Preventing or controlling disease, reporting adverse events, or abuse or neglect.
- **Health Oversight Activities:** Audits, investigations, inspections, and licensure.
- **Judicial and Administrative Proceedings:** Responding to court orders and lawful processes. We may disclose your protected health information in response to a court or administrative order, subpoena, discovery request, or other lawful process, as permitted by law. However, records relating to substance use disorder diagnosis, treatment, or referral are subject to additional federal confidentiality protections and generally may not be used or disclosed in civil, criminal, administrative, or legislative proceedings against you, unless you provide specific written consent or a court issues an order authorizing such disclosure in accordance with 42 CFR Part 2.
- **Law Enforcement:** Certain law enforcement purposes as permitted by law. Substance use disorder records are subject to additional federal confidentiality protections and generally may not be disclosed to law enforcement or used in criminal proceedings against you except as permitted by 42 CFR Part 2, including with your specific written consent or a court order.
- **Coroners, Medical Examiners, and Funeral Directors:** Identifying deceased persons or determining cause of death.
- **Organ and Tissue Donation:** Organ, eye, or tissue donation and transplantation.
- **Workers' Compensation:** Complying with workers' compensation laws.
- **Serious Threat to Health or Safety:** Preventing or reducing serious and imminent threats.
- **Specialized Government Functions:** Military, national security, correctional institutions, and protective services.

- **Research:** Certain research activities subject to applicable legal safeguards.
- **Educational Purposes:** For teaching, training, and other educational activities, including clinical education and supervision, as permitted by law. When protected health information is used for these purposes, we apply appropriate safeguards and limit the information to the minimum necessary.

YOUR CHOICES

For certain health information, you can tell us your choices about what we share. If you have a clear preference, let us know and we will follow your instructions with regards to how we:

- Share information with family, friends, or others involved in your care.
- Share information in disaster relief situations.
- Contact you for fundraising efforts (you may opt out at any time).

If you are unable to communicate your preferences, we may share information if we believe it is in your best interest or to prevent a serious threat to health or safety.

USES AND DISCLOSURES REQUIRING AUTHORIZATION

We will never share your information for marketing purposes, the sale of health information, or most psychotherapy notes unless you give us written permission. You may revoke an authorization at any time in writing.

SPECIAL PROTECTIONS FOR SUBSTANCE USE DISORDER RECORDS

Some health information related to substance use disorder (SUD) diagnosis, treatment, or referral is protected by a federal law known as 42 CFR Part 2. These rules provide additional confidentiality protections beyond HIPAA. When SUD records are disclosed with a patient's written consent, federal law requires that a specific notice be included to inform recipients that the information may not be further disclosed without proper authorization or other legal permission. In the event you provide written consent to us to disclose SUD records, we will include the following special notice:

Notice of Prohibition on Redisclosure: This information is protected by federal confidentiality rules (42 CFR Part 2). The federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the individual to whom it pertains or as otherwise permitted by law. A general authorization for the release of medical or other information is not sufficient for this purpose.

Limitations on Legal Proceedings:

In addition to the restrictions described above, federal law places special limits on the use or disclosure of substance use disorder records in legal proceedings. These records and testimony describing their contents may not be used or disclosed in civil, criminal, administrative, or legislative proceedings against you, except as expressly permitted by 42 CFR Part 2, including with your specific written consent or a court order issued under those regulations.

Relationship to Other Parts of This Notice:

In the event of any conflict between this section and other descriptions of permitted uses or disclosures in this Notice, the requirements of 42 CFR Part 2 will apply to substance use disorder records.

YOUR RIGHTS

- Get an electronic or paper copy of your medical record, usually within 30 days.
- Ask us to correct your medical record; we will respond in writing within 60 days.
- Request confidential communications in a specific way or location.
- Ask us to limit what we use or share; certain restrictions must be honored if you pay in full out-of-pocket.
- Get an accounting of disclosures for the past six years.
- Get a paper copy of this Notice at any time.
- Choose someone to act for you, such as a legal guardian or health care agent.
- File a complaint if you believe your privacy rights have been violated. You may file a complaint with us or with the Secretary of the U.S. Department of Health and Human Services. We will not retaliate against you for filing a complaint.

OUR RESPONSIBILITIES

- Maintain the privacy and security of your protected health information.
- Notify you promptly if a breach occurs that may have compromised your information.
- Follow the duties and privacy practices described in this Notice.
- Not use or share your information other than as described unless you authorize us in writing.

CHANGES TO THIS NOTICE

We may change the terms of this Notice, and the changes will apply to all health information we have about you. The new Notice will be available upon request, at our offices, and on our website.

CONTACT INFORMATION

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