

**Employee Questions/Comments**  
**2175 – Barton Community College GLBA Required Information Security**

| <b>Questions/Comments #1</b> |   |
|------------------------------|---|
| Questions/Comments           | I'm not sure how to indicate a spelling error, but <b>FAMILY</b> in the first bulleted item under <i>Risk Identification and Assessment/Employee training and management</i> is misspelled.<br><br>Stephannie |
| Response(s)                  | Thank you, Stephanie!! I will be certain to include your comment in the summary so it gets corrected. ☺   |

| <b>Questions/Comments #2</b> |   |
|------------------------------|---|
| Questions/Comments           | Hi,<br><br>In procedure 2175-Barton Community College GLBA Required Information Security I believe Health Information Portability and Accountability Act (HIPAA) needs to be changed to Health Insurance Portability and Accountability Act (HIPAA).<br><br>In addition, I am wondering how HIPAA applies in this situation. The Scope of Program section states, "The Program applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the Institution." Are you talking about records that may be housed in the Nurse's or Counselor's offices? If so, should this be clarified in the procedure?<br><br>Moreover, the Office of Human Resources must also comply with HIPAA as it pertains to employee health insurance information and records. Because of this, I believe the procedure needs to be clarified as to whether or not employee records will also fall under this procedure.<br><br>Thank you.<br><br>Julie |
| Response(s)                  | I made the changes and used tracking for you.<br><br>We also adjusted the overview paragraph at the bottom if it.<br><br>Michelle, Myrna and Mike   |