

**Wyoming AIDS Assistance**  
**NOTICE OF PRIVACY POLICIES AND PRACTICES**  
**FOR PROTECTED HEALTH INFORMATION**

**Our Mission And Obligation:**

Wyoming AIDS Assistance provides financial assistance to Men, Women, and Children, in Wyoming, living with HIV/AIDS. In order to fulfill our mission and provide assistance, Wyoming AIDS Assistance requires that certain personal information be obtained, including personal health information protected under HIPAA. As such, Wyoming AIDS Assistance is required by law to maintain the privacy of protected health information.

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**How We Collect Information:**

Wyoming AIDS Assistance, its employees and/or volunteers collect personal information through a variety of means including but not necessarily limited to letters, phone calls, emails, voice mails, and from the submission of applications which are required or necessary to process requests for assistance through our organization. Prior to receiving assistance, each client will be required to submit the Authorization For Release Of Health Information And Confidential HIV Related Information Form. We do not ask for personal information unless we truly need it to provide assistance.

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**How We Use Information:**

We may provide information about clients to our employees, volunteers and partner agencies in order to administer any products and services provided by Wyoming AIDS Assistance. Information is only used as is reasonably necessary to process applications and/or to provide assistance services which may require communication between Wyoming AIDS Assistance and third parties as indicated on the assistance application. These third parties can include; health care providers, medical product or service providers, pharmacies, insurance companies, landlords and others whom we are making payment to on behalf of the client. In order to render assistance, Wyoming AIDS Assistance may require the disclosure of account numbers and other identifying payee information. This information will only be used as is necessary for us to administer assistance.

Anyone applying or attempting to receive assistance through us who does so with the intent or purpose of fraud or that results in either an actual crime of fraud for any reason including willful or un-willful acts of negligence whether intended or not, or in any way demonstrates or indicates attempted fraud, such persons non-medical information can be given to legal authorities including police, investigators, courts, and/or attorneys or other legal professionals, as well as any other information as permitted by law.

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### **What We Do Not Do With Information:**

Wyoming AIDS Assistance does not disclose, give out, exchange, barter, rent, sell, lend, transfer or disseminate any personal information about applicants or clients who apply for, or actually receive our services unless required by law enforcement or by Federal Law. Information about financial situations, medical conditions and care, provided to us in writing, via email, on the phone, including information left on voice mails, contained in or attached to applications, or directly or indirectly given to us through third parties, is held in strictest confidence. We retain information as long as necessary to respond to requests for assistance and to provide proof required for financial record keeping, generally (7) seven years. After such time, all records are permanently destroyed.

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### **Limited Right To Use Non-Identifying Personal Information From Biographies, Letters, Notes, and Other Sources:**

Occasionally pictures, stories, letters, biographies, correspondence, or thank you notes are sent to Wyoming AIDS Assistance. These items become the exclusive property of Wyoming AIDS Assistance. We reserve the right to use non-identifying information about our clients (those who receive services or goods from or through us) for fundraising and promotional purposes that are directly related to our mission. Clients will not be compensated for use of this information and no identifying information (photos, addresses, phone numbers, contact information, last names or uniquely identifiable names) will be used without client's express advance permission. Clients may specifically request that NO information be used whatsoever for promotional purposes, but must identify any requested restrictions in writing. We respect the clients right to privacy and assure you no identifying information or photos that sent to us will ever be publicly used without direct or indirect consent.

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### **If You Have Concerns Regarding This Notice:**

If you have questions regarding our privacy policies you may contact us at:

Wyoming AIDS Assistance  
PO Box 674  
Laramie, WY  
307-256-1728  
[wyomingaidsassistance@gmail.com](mailto:wyomingaidsassistance@gmail.com)