

Privacy Policy

Effective Date: 9/25/2024

Last Updated: 10/18/2025

All Things Sunshine is committed to protecting the privacy and confidentiality of individuals receiving services through our Day Habilitation, Supported Living, In-Home Support, Chore, Respite, and Adult Day Services programs. This Privacy Policy explains how we collect, use, disclose, and safeguard your information, including your **Protected Health Information (PHI)**, in compliance with the **Health Insurance Portability and Accountability Act (HIPAA)** and other applicable laws.

1. Information We Collect

We may collect the following types of personal and health information:

- Full name, address, phone number, and email
 - Date of birth and Social Security Number (if required)
 - Emergency contacts and family information
 - Health history, diagnoses, medications, and treatment records
 - Service plans and progress notes
 - Billing and insurance information
 - Legal guardian or power of attorney information
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2. How We Use Your Information

We use your information to:

- Provide and coordinate services (e.g., dayhab, supported living)
- Communicate with caregivers, legal guardians, or authorized representatives
- Maintain medical and billing records
- Comply with state and federal requirements
- Ensure the health and safety of participants
- Evaluate and improve service quality

3. HIPAA Compliance and Safeguards

We follow HIPAA rules to protect your PHI:

- **Administrative Safeguards:** Staff training, limited access, and regular audits
- **Physical Safeguards:** Secure file storage, locked offices, access control
- **Technical Safeguards:** Password-protected systems, data encryption, secure email

We only share PHI when legally allowed or required, such as:

- With your written authorization
- With authorized caregivers or service providers involved in your care
- For billing or operational purposes
- As required by law (e.g., reporting abuse, emergencies, court orders)

4. Your Rights Under HIPAA

You have the right to:

- Access and request a copy of your health records
- Request corrections to your records
- Request restrictions on the use or disclosure of your PHI
- Request confidential communications (e.g., only by mail)
- File a complaint if you believe your rights have been violated

To exercise your rights, please contact us using the information below.

5. Confidentiality with Service Providers

We may work with third-party service providers (e.g., transportation, therapy, billing services) who are bound by HIPAA-compliant agreements to protect your information.

6. Retention and Destruction of Records

We retain records as required by law and funding sources. After the retention period ends, records are securely destroyed (shredded or digitally erased).

7. Changes to This Policy

We reserve the right to update this Privacy Policy at any time. A current version will always be available at our office and on our website.

8. Contact Information

If you have questions about this Privacy Policy or your privacy rights, please contact:

Stephanie Johnson

Phone: 907-357-7869

Email: allthingssunshine1@gmail.com

Website: allthingssunshine.net