

CITY OF DETROIT GENERAL RETIREE HEALTH CARE TRUST

POLICY RESOLUTION

Adopted: February 13, 2018

Re: Privacy Protection Policy

WHEREAS, the Board of Trustees (“Board”) of the City of Detroit General Retiree Health Care Trust (the “RHC Trust”) is vested with the authority and responsibility for the establishment, operation, management and administration of benefits to be provided by the Retiree Health Care Plan for General Retirees of the City of Detroit (the “Plan”), and

WHEREAS, the Board recognizes the privacy interests of the Plan’s participants and beneficiaries consistent with applicable federal and state law including, but not limited to, the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA), and

WHEREAS, the Board acknowledges that the Michigan legislature has adopted the Social Security Number Privacy Act, Public Act 454 of 2004, effective March 1, 2005, to protect against the public disclosure of an individual’s social security number, and

WHEREAS, the Board has determined that it is in the best interest of the RHC Trust to formally state its policy with respect to the RHC Trust’s use and protection of social security numbers and personal health information, as well as RHC Trust records generally, therefore be it

RESOLVED, that all records of the RHC Trust shall be retained to protect the privacy interests of the participants and beneficiaries of the RHC Trust, and shall be maintained in accordance with the Board’s Record Retention Policy, the HIPAA privacy rule, and the Michigan Social Security Number Privacy Act, and further

RESOLVED, that all documents which contain social security numbers and other personal health information shall be maintained as confidential by the Board and shall not be publicly disclosed without a signed authorization to disclose by the affected individual, or an order compelling disclosure issued from a court of competent jurisdiction, and further

RESOLVED, that the social security numbers and personal health information reflected on any document or record of the RHC Trust shall be redacted prior to public duplication, display or distribution, and further

RESOLVED, that any documents containing such personal and private information shall be maintained, transmitted and disposed of by the RHC Trust in a secured manner and in accordance with the Board’s Record Retention Policy, and further

RESOLVED, that only individuals authorized by the Board shall have access to such personal information, and that such individuals shall be required to maintain the confidentiality of such information, and further

RESOLVED, that any willful violation of this policy may result in such person or persons being subject to civil or criminal penalties as provided in the Social Security Number Privacy Act, HIPAA, and other applicable federal and state law, and further

RESOLVED, that a copy of this policy shall be published and made available in written or electronic form as specifically authorized by the Board.