



PRIDE CENTER
of STATEN ISLAND
Staten Island's LGBT Community Center

NOTICE OF PRIVACY PRACTICES

This Notice of Privacy Practices (“Notice”) is intended for individuals who receive any mental health counseling and case management services from the Pride Center of Staten Island (including its counseling services staff and interns, as well as other employees, “PCSI”). This Notice explains how individually identifiable health information about you (“Personal Health Information”) may be used and shared by PCSI and how you can access this information. Please read this Notice carefully. By accessing PCSI services or participating in PCSI programming, you agree that you have read this Notice and consent to the practices described here.

Definition of Personal Health Information. Your Personal Health Information includes information we collect about you during the course of your mental health counseling or from your participation in other PCSI services, including your contact information, demographic information, medical history, information regarding substance use, and information you share with your PCSI counselor. Your Personal Health Information also includes information about you that we may collect from your other health care providers with your written authorization.

Use and Disclosure of Personal Health Information. PCSI is committed to protecting your privacy and understands the importance of safeguarding your Personal Health Information. We may use or disclose your Personal Health Information for purposes related to your mental health assessment and counseling, and as permitted or required by law. For example, PCSI may use and disclose your Personal Health Information:

- To provide you with mental health counseling services. PCSI will use your Personal Health Information to evaluate your mental health and determine how to best provide you with counseling services. Your mental health counselor may share your Personal Health Information with other PCSI staff members to develop your treatment plan and provide case management services.
- To connect you with treatment alternatives and related services. We may use and disclose your Personal Health Information to identify appropriate alternative health care providers or other support services and refer you to those providers or services.
- For administrative purposes. PCSI may use and disclose your Personal Health Information within our organization to evaluate the performance of our mental health counselors, to improve PCSI services and programming, and for other administrative purposes related to our mission.

- To prevent harm to yourself or others. We may use and disclose your Personal Health Information to avoid a serious threat to the health or safety of you or others. In such cases, we will only share your information with someone able to help prevent the threat.
- To comply with legal requirements, including those related to public health. We will share your Personal Health Information with government authorities or other third parties when we are required to do so by law, such as to report child abuse or neglect.
- To respond to subpoenas, court orders, or other similar process. We may use and share your Personal Health Information with third parties to comply with a subpoena, court order, or similar legal process, when required to do so by law.

Other uses and disclosures of your Personal Health Information not described in this Notice will only be made with your written authorization. If you authorize PCSI to use or disclose your Personal Health Information for a purpose not described here, you may revoke that permission in writing at any time. If you revoke your authorization, PCSI will no longer use or disclose your Personal Health Information pursuant to the authorization, except to the extent we have already acted in reliance on it.

PCSI will limit any disclosure of your Personal Health Information to that information necessary and required in light of the reason for the disclosure. You may request information regarding disclosures of your Personal Health Information by PCSI at any time.

HIV, Alcohol and Substance Abuse, and Genetic Information. Special privacy protections apply to Personal Health Information related to HIV, alcohol and substance abuse treatment, and genetic testing. For example, HIV-related information may only be disclosed to individuals specifically authorized to receive such information under state law, or pursuant to your written authorization. We will implement these protections, as required by law. Please let us know if you would like additional information regarding these protections.

Restrictions on Use and Disclosure of Personal Health Information. You may request that PCSI restrict our use and disclosure of your Personal Health Information in certain ways. For example, you could ask that access to your Personal Health Information be denied to a particular PCSI employee who you know personally. We will do our best to accommodate your request for restrictions, however, please note that we are not required to do so.

Access to Personal Health Information. At your request, you may review and obtain a copy of your Personal Health Information, except for notes taken by your mental health provider during counseling sessions. By receiving counseling services from PCSI, you acknowledge that you do not have access to these notes. If you believe the Personal Health Information we maintain about you is incomplete or incorrect, you may request that we amend it.

Communication with You. You may request that we communicate with you about your mental health treatment or other PCSI services in a certain manner or at a certain location. For example, you may request that we only contact you on your cell phone or by mail to a post office box. We will accommodate all reasonable requests.

Minors. If you are under the age of 18, PCSI may share your Personal Health Information with your parent or legal guardian under certain circumstances, as permitted by law. When possible, PCSI will notify you if we plan to disclose your Personal Health Information to your parent or legal guardian. If you have concerns regarding the disclosure of your Personal Health Information to your parents or legal guardians, please let us know.

Social Media. Due to the nature of our professional relationship with you, your counselor will not accept any requests to connect with you on any social networking site, including Facebook, LinkedIn, Twitter, and Instagram. Connecting on these social networking sites can compromise the confidentiality of your mental health care and your therapeutic relationship with your counselor.

Changes to this Notice. This Notice may be updated from time to time for any reason. If we make any changes to this Notice, we will post a revised copy of the Notice at PCSI. We will also offer you a copy of the revised Notice when you come into PCSI for services. Continued use of PCSI services after any updates to this Notice constitutes acceptance of the revised Notice.

Questions and Support. If you have questions about how your Personal Health Information will be used and disclosed pursuant to this Notice, or if you have concerns regarding the use and disclosure of your Personal Health Information, please contact PCSI at SMO-info@pridecentersi.org, by phone at (718) 808-1360, or by mail at:

Pride Center of Staten Island
66 Willow Avenue, Suite 202
Staten Island, New York 10305

Effective Date. This Notice is effective April 1, 2021.