

Fredericksburg Relationship Center, LLC
150 Old Greenwich Dr, Ste 204
Fredericksburg, VA 22408
888-317-7795

PRIVACY SAFEGUARDS

Fredericksburg Relationship Center, LLC is not a HIPAA (Health Insurance Portability and Accountability Act) covered entity. However, FRC must safeguard all client information and privacy. As counselors and residents of FRC, we must minimize and mitigate any data leakage by implementing appropriate safeguards. While using any of the following tools for client documentation and care, be sure to implement the below safeguards and precautions. These precautions apply to any equipment used for client treatment, consultation, communication, treatment plans, documentation, and its storage. FRC may modify or change these procedures may as technology changes and improves.

- **Strong Passwords:** A strong password is one that includes the following characteristics; minimum of 8 characters, 1 capital letter, 1 lowercase letter, 1 number, and 1 special character.
- **Laptops and desktop computers:** Use strong passwords and encryption applications for logging on systems.
- **Documents:** Use strong passwords when storing draft notes as documents.
- **Deleting:** Files must be deleted from the digital recycle bin when the original is deleted.
- **Digital storage devices**, i.e., thumb-drives and external hard-drives: When not in use, these devices must be secured in a locked cabinet and encrypted.
- **Cloud storage** (internet based): Use strong passwords.
- **Cellphones:** Use strong passwords, encryption applications, or biometric logins
 - Contact lists – Use encrypted applications
 - Texting Apps – Use encrypted applications
- **Email:** Use strong passwords for logging in. Add a disclaimer in the footer informing clients that email is not secure and privacy cannot be protected.
- **Paper documents:** Store in a locked file cabinet. This includes client log sheets and contact sheets.
- **Social media:** Do not engage with clients via social media messengers. Do not store client information on any of these systems

I understand the safeguards stated above and will implement the appropriate steps to protect client information and privacy. _____,

Sign and Date