

## Administrative Policy No. 15.18.02

**Subject:** Privacy Notices for  
Internet Websites and Web Applications

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**Authorizing Source:** Executive Order 00-03, Public Records Privacy Protections  
Executive Order 16-01, Privacy Protection  
HIPAA Security and Privacy Rules – 45 CFR Parts 160, 162,  
and 164

**Effective Date:** September 3, 2013

**Revised:** August 19, 2021

**Approved By:** Original signed by Dana Phelps  
Deputy Chief of Staff

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### Purpose

The purpose of this policy is to establish requirements for web developers in the use of the Department of Social and Health Services official Notice of Privacy Practices and Privacy Notice.

- The Notice of Privacy Practices describes how client confidential information is used and disclosed by the department and the rights clients have relating to their protected health information within department programs that are designated as health care components under the HIPAA Privacy Rule. See Administrative Policy 5.01.
- The Privacy Notice informs users of the collection, use and security of their information when accessing department websites or web applications.

## Scope

This policy applies to all internet websites and web applications hosted or operated by the department that are accessible by the general public.

## Policy

### Privacy Notice

- Each department internet public-facing website and web application must have a link to the official department Privacy Notice (<https://www.dshs.wa.gov/privacy-notice>) to inform users about the use of their information on department websites.
- If a website or web application requires an alternate Privacy Notice, the alternate notice must be approved by the department privacy officer before the site goes live.

### Notice of Privacy Practices

- On the home page for the department's website, the department must post a link to the department Notice of Privacy Practices ([Form 03-387](#)) and make the notice available electronically through that website.
- On any website maintained by a designated health care component that provides information about department services or benefits, the program must post a link to the department Notice of Privacy Practices ([Form 03-387](#)) and make the notice available electronically through that website.
- If a website or web application requires an alternate Notice of Privacy Practices, the alternate notice must be approved by the department Privacy Officer before the site goes live.

## Responsibility

- A. The department privacy officer will maintain the Notice of Privacy Practices on the [department website home page](#).
- B. Program staff are responsible for including an approved alternate notice of privacy practices notice on department websites in compliance with this policy.
- C. The department privacy officer will maintain the Privacy Notice linked to department public websites and applications.