



Berkeley Mental Health Summary Notice of Privacy Practices

Revised Date: February 9, 2022

Berkeley Mental Health values your privacy and will protect mental health information about you or your child. The complete Notice of Privacy Practices tells you in detail about how we safeguard your mental health information. PLEASE REVIEW IT CAREFULLY.

- “Use” means the sharing and using of information by Berkeley Mental Health staff.
- “Disclosure” is the release of information by us to others outside of Berkeley Mental Health.
- “Authorization” is you giving us written permission to release your information to you or to other persons.

By law, you have the legal right to:

- Be given this written notice explaining how Berkeley Mental Health will use and disclose your information
- See your records and get a copy of them, with a few exceptions
- Ask to correct or add to your mental health records
- Find out, in writing, where we disclosed your mental health information
- Authorize the release of your own mental health information

Berkeley Mental Health may release information needed for treatment, payment or our own business operations without your authorization.

The Notice of Privacy Practices will tell you:

- How to ask Berkeley Mental Health about seeing your chart, getting a copy, making additions or releasing your mental health information.
- How we will respond to any of your requests.
- How to make a complaint about the use or disclosure of your mental health information. It will tell you how you may complain to Berkeley Mental Health and that you may also complain to the Secretary of the Health, Housing & Community Services Department.

Berkeley Mental Health pledges that we will follow the Notice of Privacy Practices. It will be posted at all mental health sites, and if any part of it changes, new notices will be available.

If you have any questions about your privacy rights, please contact your clinician.