

HIPAA Procedure 5111 PR.1

Physical Facility Security Plan for University and ITS/ITS-Med Data Centers

Revision Date: 4/20/05

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Overview

The University is responsible for maintaining a *Physical Facility Security Plan* for University and ITS-Med Data Centers. The University Physical Facility Security Plan ensures that PHI (Protected Health Information) in any format (electronic, paper, audio tapes, transcripts, videotapes, etc.) that is housed in University and ITS-Med data center locations meets HIPAA requirements for physical security at a level that is consistent with the criticality and risk of the PHI.

Development & Maintenance of the Plan

Development and maintenance is the responsibility of:

- Director Department of University Security Programs
- Director Yale University Office of Facilities
- Director YSM Department of Facilities Development & Operations (FD&O)

The Plan will be reviewed and revised prior to the close of the fiscal year (30 June).

The University Privacy Officer will be emailed by the Director of the Department of University Security to document that the Plan is in compliance with current HIPAA regulations (CC University Facilities and YSM FD&O Directors).

Approval of the Plan

The Plan must be approved by

- University Privacy Officer
 - Dir ITS - University Chief Information Officer
 - Dir ITS-Med - Information Officer YSM
 - Dir Department of University Security Programs
 - Dir Yale University Office of Facilities
 - Dir YSM Department of Facilities Development & Operations (FD&O)
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Access and Availability to the Plan

- The most current version of the plan (electronic *or* hard copy) will be available through the University Privacy Office.
 - Additional copies (electronic *AND* hard copy) will be available through the Department of University Security Programs
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The official version of this information will only be maintained in an on-line web format. Any and all printed copies of this material are dated as of the print date. Please make certain to review the material on-line prior to placing reliance on a dated printed version.
