



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Medical Needs Registry Privacy Policy

Introduction

Fairfax County has established the Medical Needs Registry to plan, coordinate, and operate medical shelters and transportation assistance during an emergency evacuation. Participation in the Medical Needs Registry is voluntary. Personal information collected through the Medical Needs Registry will be used to provide pre-registered individuals emergency notifications in the event evacuation from a personal residence is necessary. Personal information collected through the Medical Needs Registry will be used to plan emergency shelter services for residents with conditions that they can not manage on their own in a general shelter environment. Personal information collected through the Medical Needs Registry also is used by Fairfax County to coordinate transportation services to the medical needs shelter for those residents who can not provide their own transportation during an emergency evacuation. Personal information, including medical history, collected within the Medical Needs Registry is exempt from Freedom of Information Act disclosures as such records are related to public safety and are classified as sensitive health and social service records.

Executive Order 13347, Individuals with Disabilities in Emergency Preparedness, requires localities to include individuals with disabilities in emergency preparedness planning. Because every resident has unique needs, Fairfax County has established the Medical Needs Registry to assist in planning for appropriate resources and transportation support.

By collecting personal information Fairfax County is subject to the requirements for administering information systems as established in the Government Data Collection and Dissemination Practices Act, Chapter 38 of Title 2.2 of the Code of Virginia. Residents may refuse to supply information requested, however, Fairfax County may not be able to appropriately plan for the individual's specific medical and transportation needs during an emergency event.

Use of Medical Needs Registry Information

The information collected through the Medical Needs Registry will be maintained by the Fairfax County Office of Emergency Management. When necessary and appropriate, some or all information collected will be shared with other Fairfax County agencies and their partner agencies and organizations such as the Department of Family Services and Red Cross for emergency shelter coordination, the Department of Transportation, FASTRAN and/or the Fairfax County Public Schools for emergency

transportation support, and the Health Department or Fire and Rescue Department for medical care during the emergency event. The information collected will be used to coordinate services related to shelter needs planning, emergency notification and transportation services.

Individuals are encouraged to submit personal information to the Medical Needs Registry on their own behalf. Parents must submit personal information on behalf of a minor child. If necessary and appropriate, an authorized official or care giver may submit an individual's personal information on the individual's behalf with explicit authorization to do so. Fairfax County will require the source individual to provide contact information.

Individuals who are found to not be eligible for inclusion on the registry will be notified that they are not eligible and will have their registry information purged in accordance with Virginia law.

Privacy of Personal Information

Fairfax County will not use or disclose the personal information collected by the Medical Needs Registry for purposes other than shelter planning, emergency notification, or transportation assistance during an emergency response event without the explicit authorization of the registrant.

Fairfax County representatives with access to the Medical Needs Registry will be trained on policies and procedures of appropriate conduct when accessing or using data within the registry.

Security of Personal Information

Fairfax County takes every precaution to protect sensitive personal information in both written and electronic forms. Information within the Medical Needs Registry will be protected by appropriate safeguards, such as access controls and encryption, to secure the information system from any foreseeable threat to its security.

Disclosure of Information

Fairfax County does not sell, rent or publish any of our registrants' personal or private information. We do not reveal specific information about registrants or other personally identifiable data to unaffiliated third parties for their independent use, except if required to do so by the Virginia Freedom of Information Act or other law. In addition, we endeavor to restrict employee access to any personal information except where necessary to perform required duties.

Office of Emergency Management

12000 Government Center Parkway, Suite 565

Fairfax, Virginia 22035-0001

Tel: 703-324-9000, TTY 703-324--9001

www.fairfaxcounty.gov



User Rights

Right to inspect – Upon request and proper identification, an individual, or his authorized agent, has the right to inspect all personal information held by Fairfax County within the Medical Needs Registry. Requests shall be submitted in writing to the Fairfax County Office of Emergency Management Special Needs Coordinator. Inspection appointments will be granted during normal business hours or if requested, written documentation will be provided to the individual.

Right to receive an accounting of disclosure – Upon request and proper identification, an individual, or his authorized agent, has the right to receive an accounting of disclosure of the individual's personal information to all recipients without regular access authority to the Fairfax County Medical Needs Registry. Requests shall be submitted in writing to the Fairfax County Office of Emergency Management special needs coordinator at the contact address provided below. Disclosure accountings shall be provided within a reasonable period from receipt of request. Disclosure accountings will be maintained for three years or until such time as the personal information is purged, whichever is shorter.

Right to correct information – Upon request and proper identification, an individual, or his authorized agent, has the right to challenge, correct or explain all personal information held by Fairfax County within the Medical Needs Registry. Requests shall be submitted in writing to the Fairfax County Office of Emergency Management special needs coordinator at the contact address provided below. If Fairfax County finds the information to be incomplete, inaccurate, not pertinent, not timely, or not necessary to be retained, the information shall be promptly corrected in or purged from the Medical Needs Registry.

Fairfax County will require an annual review by the individual, or his authorized agent, to ensure all Medical Needs Registry information is verified as accurate, complete, and timely in order to support valid emergency planning activities.

Fairfax County will notify any past recipients of the individual's personal information that the individual's personal information has been corrected within or purged from the Medical Needs Registry.

Notification of Changes to Privacy Policy

Fairfax County reserves the right to change this policy at any time without prior notice. If we decide to change our privacy policy, we will post those changes so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users in writing. Users will have a choice as to whether or not we use their

information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

Contact Us

If you have any questions regarding your privacy within the medical needs registry, please contact the special needs coordinator by email at medicalneedsregistry@fairfaxcounty.gov, by U.S. mail at Medical Needs Registry, Fairfax County Office of Emergency Management, 12000 Government Center Parkway, Suite 565, Fairfax, VA 22035, or by phone at 703-324-9000, TTY 703-324-9001.



To request this information in an alternate format, call the Office of Emergency Management, 703-324-9000, TTY 703-324-9001.