



## **Langslide**

### **HIPAA Breach Notification Policy**

Version 1.0

## PURPOSE

This HIPAA Breach Notification Policy establishes procedures for Organizations to identify, respond to, and mitigate breaches of protected health information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) Act.

## SCOPE

This policy applies to Rudramsa Systems Pvt. Ltd. (Herein as Organization, Company, etc.) and all its employees, contractors, and third parties.

## DEFINITIONS

- **PHI (Protected Health Information):** Any identifiable health information transmitted or maintained in any form or medium.
- **Breach:** Unauthorized acquisition, access, use, or disclosure of PHI that compromises the security or privacy of the information.

## POLICY

### BREACH IDENTIFICATION

- **Incident Reporting:** All employees must promptly report any suspected or actual security incidents or potential breaches of PHI to the designated Privacy Officer.
- **Security Incident Assessment:** In collaboration with the Security Officer, the Privacy Officer will promptly assess reported incidents to determine if they constitute a breach based on the criteria outlined in the HIPAA regulations.
- **Risk Assessment:** If a breach is identified, a risk assessment will be conducted to determine the potential harm to the affected individuals and the risk of further unauthorized disclosure.

### BREACH NOTIFICATION

- **Notification Timing:** In the event of a confirmed breach, the Organization will notify affected individuals, the Secretary of the Department of Health and Human Services (HHS), and, if applicable, the media without unreasonable delay and no later than 60 days after the breach's discovery.
- **Content of Notification:** Notifications will include a description of the breach, the types of information involved, steps individuals should take to protect themselves, and steps the Organization is taking to investigate the breach, mitigate harm, and prevent future breaches.
- **Notification Method:** The organization will notify affected individuals by written communication (letter, email, or other appropriate means) unless a substitute form of communication is agreed upon and meets HIPAA requirements.

### MITIGATION AND CORRECTIVE ACTION

- **Containment:** Upon discovering a breach, the Organization will take immediate steps to contain and mitigate the breach, including terminating unauthorized access to PHI.
- **Corrective Action:** Following a breach, the organization will review and update security measures to prevent future incidents. This may include additional training, technical safeguards, or policy revisions.

## DOCUMENTATION and RECORDKEEPING

- **Breach Documentation:** The organization will maintain records of all breaches, including the nature of the breach, individuals involved, actions taken, and notifications sent.
- **Annual Reporting:** The Privacy Officer will submit a yearly report to the organization's leadership summarizing the number and nature of breaches, actions taken, and lessons learned.

## TRAINING AND AWARENESS

- **Employee Training:** All employees will receive regular training on the HIPAA Breach Notification Policy, including recognizing and reporting incidents promptly.
- **Review and Updates:** The policy will be reviewed annually and updated as necessary to reflect changes in regulations, technology, or organizational processes.

## NON-RETALIATION

Organization prohibits retaliation against individuals who, in good faith, report potential breaches or security incidents.

## ENFORCEMENT

Violations of this policy may result in disciplinary action, up to and including termination of employment or contractual relationship, by applicable laws and regulations.

## CONTACT INFORMATION

For questions or concerns regarding this policy, contact the designated Privacy Officer at Data Protection Officer (DPO)

# Version Details

Version	Version Date	Description of changes	Created By	Approved By	Published By
Version 1.0	Mar 14 2026	Initial Release	Pronoy	Kartikeya	Kartikeya