



## **ELARC Statement on Encryption**

ELARC prioritizes the privacy and security of you and your loved ones' private information. For this reason, ELARC utilizes encryption technology when sending information to families, clients and vendors over email. ELARC utilizes Barracuda encryption software, which means you will have to create a username and password to access the information. We understand that this is not always convenient and may feel like the regional center is imposing a barrier against access to your information. However, ELARC adds this layer of protection for the following reasons:

### **Confidentiality**

In order to better understand our client's unique needs, ELARC may need to gather personal and sensitive information about you and your family. Encryption helps this information stay private and secure so that the IPP team may move forward with the assurance that the information you share remains confidential.

### **HIPAA Regulations**

State and Federal HIPAA laws require ELARC to protect the information it creates, maintains and transmits. Encryption is widely accepted as the industry standard for protecting electronic health information. The government implemented these measures so that the regional center would have to prioritize your privacy in the same way your doctor or medical specialist safeguards your information from unauthorized access.

### **Cyber Security**

Technology has given us the ability to access information quickly and conveniently. Unfortunately, this attracts cyber-threats from hackers who use malware and phishing attacks to gain access to your private information. Once they have this information, they can use it to commit fraud, which can disrupt your finances, benefits and personal life through identity theft. ELARC is keenly aware of these malicious attempts and remains vigilant against them. Encryption is one of the tools the IPP team can use to keep these threats at bay.

### **Dedication to Confidentiality**

ELARC understands that the information it gathers about you and your family is sensitive and personal. When you share this information, we respect that you trust us to keep it secure from unauthorized access and only use it for the intended purpose. Therefore, your privacy is a very serious matter at ELARC, and we want to assure you that encryption is part of our dedication to keeping your information secure.

**Alternatives to Encryption Include:** -US Mail, Delivery to Your Home, or Pick up at ELARC. ELARC will make every effort to have pick documents available within a reasonable amount of time.