



## **NOTICE OF PRIVACY PRACTICES**

**THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

### **WELCOME!**

Thank you for choosing to be part of our community at Drakos Clinical Laboratories and its related companies and affiliates (“**Drakos**”, “**we**”, “**us**”, and “**our**”). This privacy policy notice (“**notice**”), applies to visitors, patients, and others (“**you**” or “**your**”) when you visit our offices, subscribe to receive our services (“**services**”), or otherwise communicate with us.

Drakos is committed to protecting your personal information (“**information**” or “**data**”) and your right to privacy. We want you to understand how we handle your data. If you have questions about this notice or our handling of data, feel free to contact us as set forth in the last section of this notice.

The primary purposes of this notice are to describe what information we collect, how we use it, and what rights you have in connection with information that is received by us. If there are any terms in this notice that you do not agree with, please discontinue use of services as soon as practicable.

### **INFORMATION THAT WE COLLECT FROM YOU.**

Drakos may collect data about you through a variety of means including letters, phone calls, emails, voicemails, intake forms, and from the submission of data electronically that are either required by law, necessary to provide care, relay results to other medical providers, process requests for services through our third-party contractors as described later on in this notice, or other requests for our assistance (“**data collection methods**”). Some of this information can personally identify you on its own or when combined with other information that has been collected.

Drakos does not collect any information about you if you merely visit our website and do not click or access any requests for services. Information will be gathered about you if you agree to use or actually use our services. However, any data collected from you may also be by our third-party contractors and may include personal identifiers such as your, name, date of birth, contact information, postal address, as well as certain personal health information in connection with laboratory testing of specimens that you provide or other services we perform on your behalf. Drakos however, does not disseminate, give out, sell, or share information about you if you apply for or actually receive our services that are considered patient confidential, except as may be required for diagnosis, payment, or healthcare operations, as may be consented by you in a signed HIPAA authorization form, pursuant to contracts with governmental entities, or as otherwise may be permitted under HIPAA, or as required by federal, state, or local laws.

### **HOW WE USE YOUR INFORMATION.**

We use information obtained from the various data collection methods to perform services, to contact you as needed about the services you have agreed to use, to enhance our security and prevent fraud, for internal business purposes, and/or for compliance with our legal obligations.

## **INDIVIDUAL RIGHTS**

All our patients have rights granted by federal and state laws. Those rights include:

- The right to request restrictions on certain uses and disclosures of protected health information; Please note that while every patient has the Drakos is NOT required to agree to a requested restriction
- The right to receive confidential communications of protected health information
- The right to inspect and copy protected health information
- The right to amend protected health information
- The right to receive an accounting of disclosures of protected health information
- The right of an individual, including an individual who has agreed to receive the notice electronically or to obtain a paper copy of the notice from the covered entity upon request utilizing the contact information at the bottom of this notice.

## **YOUR INFORMATION MAY BE SHARED WITH THIRD PARTIES.**

We may exchange your information with third-party vendors, service providers, contractors, or agents who perform the services for us or on our behalf and require access to such information to do that work. Such information will be used as reasonably necessary to process your request for services, to provide you with services, to verify that your health information is accurate, to determine the type of health supplies or health care services you need, or to report test results as may be required by federal, state, or local laws.

## **LIMITED RIGHT TO USE NON-IDENTIFYING PERSONAL INFORMATION.**

Pictures, stories, letters, biographies, correspondence, thank you notes or similar items (“**items**”) sent to us become the exclusive property of Drakos. We reserve the right to use non-identifying information about those who receive services or goods from or through us for fundraising, marketing, or promotional purposes that are directly related to our business to provide healthcare services. You will receive no payment or other form of compensation for use of these items and no identifying information (photos, addresses, phone numbers, contact information, last names, or uniquely identifiable names) will be used without your express advance permission.

You may specifically request that NO items be used for fundraising, marketing, or promotional purposes, but you must identify any requested restrictions in writing. We respect your right to privacy and assure you no identifying information or photos that you send to us will ever be publicly used without your direct consent.

## **HOW LONG WE KEEP YOUR INFORMATION.**

We will keep your information for as long as it is necessary for the purposes set out in this notice unless a longer retention period is required or permitted by law for business or healthcare-related purposes.

## **HOW WE KEEP YOUR INFORMATION SAFE.**

We have implemented appropriate technical and organizational security measures designed to protect the information we process. Despite such measures, no electronic transmission or data storage system is completely secure. We cannot guarantee that hackers, cybercriminals, or other unauthorized persons will not be able to defeat our security or the security of our contractors or

governmental organizations who help us provide services, and improperly collect, access, steal, or modify your information. To further minimize the risk of illegal access as described, we recommend that you access the website within a secure environment. Accordingly, although we will do our best to protect your information, the transmission of information to our website is at your own risk.

#### **UPDATING THIS NOTICE.**

We strive to improve our services. These improvements sometimes require us to collect new information, or use what we already have differently. As such, Drakos may update this notice from time to time. The updated version will be indicated by a “Revised” date and the updated version will be effective on the date that it is posted. If we make material changes to this privacy notice, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification.

#### **HOW TO CONTACT US ABOUT THIS NOTICE.**

Please contact us if you have any questions about this privacy notice or the information we hold about you, to exercise a right under data protection law, to make a complaint, or to raise any query or concern about our use of your information. We hope we will be able to resolve any issues you may have.

We can be reached via the following methods:

Email: [hipaa@drakosdynamics.com](mailto:hipaa@drakosdynamics.com)

Phone: (571) 758-4420

or by mail to:

Drakos  
Attn: Privacy Officer  
6333 NY 298 Suite 102,  
East Syracuse, NY 13057