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Health Current Privacy & Security Council Charter

Purpose

The Health Current Privacy & Security Council is charged with advising Health Current's management and Board of Directors with respect to policies, audits, compliance, and best practices used by the organization pertaining to privacy and security. Due to the HIE's primary role of aggregating and sharing protected health information (PHI), assuring a robust and comprehensive privacy and security framework for the community is a paramount to Health Current's success. The Council will be responsible for oversight of the privacy and security program, in areas including but not limited to Federal and state laws and regulations, industry standards, and their application to health information exchange with respect to the confidentiality, integrity and availability of PHI.

Roles & Responsibilities

- Identify, establish and oversee policies and procedures to ensure Health Current adopts the required privacy and security standards, laws and regulations
- Annual review of and recommendation to Board approval of privacy and security policies
- Provide general oversight of Health Current privacy and security framework, policies and procedures
- Provide stakeholders with guidance to ensure compliance with data privacy and security best practices
- Ensure that relevant stakeholders are kept fully informed of any changes introduced by change to policies and encourage them to champion the changes in their organizations
- Ensure compliance with audit requirements imposed on Health Current

Council Membership

Any Health Current Participant organization in good standing may nominate a qualified representative from their organization to participate as a member of the Privacy & Security Council. Nominations will be considered for membership by the Health Current Nominating Committee, which will make the final recommendation for Council membership to the Health Current Board of Directors. Members shall have a background and experience in privacy, security, and/or law.

Conflict of Interest Policy

The Health Current Conflict of Interest Policy requires that each Council member disclose fully any relationships that could result in an actual or potential conflict between the person's personal interests and the interests of Health Current. Each Council member must complete an Annual Conflict of Interest Disclosure Statement in order to remain in good standing. Failure to comply may result in removal from the Council.

Council Size

The Council will consist of 10-15 members or as otherwise directed by the Board of Directors.

Council Term Length & Limits

Council membership terms will be two (2) years, provided Council member is a representative of Health Current Participant that remains in good standing throughout the term. Members may serve consecutive, or non-consecutive, terms with no limit.

The initial Council will be established such that term lengths are staggered.

Council Meetings

The Council is expected to meet four (4) times per year and each meeting will be scheduled for 90 minutes. The frequency and length of meetings may be adjusted based on the business of the Council. In-person attendance at the Health Current office in Phoenix is encouraged, but telephonic and webinar participation will be available.

Council Chair

The Chair of the Privacy & Security Council shall be a representative of the Council and will be elected by the Council. The Chair shall preside at the meetings of the Council. The term of the Chair will be one (1) year; the Chair may serve consecutive terms without limitation. The Council by a majority vote may remove the Chair.

Council Vice Chair

The Vice Chair of the Privacy & Security Council shall be a representative of the Council and will be elected by the Council. The term of the Vice Chair will be one (1) year; the Vice Chair may serve consecutive terms without limitation. In absence of the Chair, the Vice Chair shall preside at the meetings of the Council. In the event the Chair is unwilling or unable to serve the entire term and during any interim period between Chairs, the Vice Chair shall assume the Chair's responsibilities as Interim Chair until a new Chair is elected by the Council. The Council by a majority vote may remove the Vice Chair.

Executive Sponsor

The Health Current Chief Executive Officer will identify a member(s) of the Executive Management team who will serve as sponsor to the Council.

Meeting Agenda

The Executive Sponsor will be responsible for preparing and distributing the agenda and supporting documentation to the Council members prior to the Council meeting. The agenda will prescribe the order in which the Council conducts business.

Meeting Minutes

The Executive Sponsor will be responsible to ensure the documentation and distribution of minutes for each meeting.

Quorum

A majority of the number of Council members shall constitute a quorum for any meeting of the Council. Representatives may not vote by proxy or designate a different individual to represent them at a Council meeting; such individuals will be considered as guests and will be allowed to participate in the meeting due to the representative's absence but will not be allowed to vote.

Approval Requirements

A majority of the Council members in attendance at a Council meeting at which a quorum is present shall be necessary for approval of any action by the Council.

Last edit date: March 16, 2018

Board Approval Date: March 27, 2018