



Sound Generations Notice of Privacy Practices and Rights

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.

This notice applies to Sound Generations, a private nonprofit organization. We want to notify you of your rights and how we may use and share information about you. This notice does not affect your eligibility for services.

You have the right to:

- Get an electronic or paper copy of information we have about you and review information in our presence.
- Ask us to correct information about you that is incorrect or incomplete.
- Request alternative communications such as contacting you in a specific way or sending mail to a different address.
- Get a paper copy of this notice, even if you agreed to receive the notice electronically.
- Have someone act on your behalf, such as a legal guardian or person designated to make care decisions for you.
- Receive services without regard to race, creed, national origin, religion, gender, sexual orientation, age, or disability.
- Be reasonably accommodated in case of sensory or physical disability, limited ability to communicate, limited English proficiency, and cultural differences.
- Be treated with respect, dignity, and privacy.
- Be free of any sexual harassment.
- Be free of exploitation, including physical and financial exploitation.
- Have all clinical and personal information treated in accord with state and federal confidentiality regulations.
- File a complaint or grievance with us, and receive a copy of our grievance system procedures, upon request, if you believe your rights have been violated.

How We May Use or Share Information

If you have been referred to Sound Generations, accepted services that are offered by the organization and are receiving services, Sound Generations creates and maintains records about you and the services we provide. We also may receive information about you from other sources. We typically use or share information in the following ways.

- We may use and share information with other professionals who are working with you. Example: A social worker may share information with your doctor.
- We may use and share information to plan, provide, and improve our services and contact you when necessary. Example: We use information to plan our services.

- We may share information for certain situations to help with health and safety issues:
 - Preventing disease and injury
 - Reporting suspected abuse, neglect, or domestic violence
 - Preventing or reducing a serious threat to your or anyone else's health or safety
- We will share information if required by law.
- We may use or share information for law enforcement purposes and for special government functions such as military, national security, and protective services.
- We may share information in response to a subpoena or a court or administrative order.
- We may use and disclose information about our clients in a form that does not disclose your identity.

Your Choices. You have choices about the information we share with your family, close friends, or others involved in your care.

Your Written Authorization. We will make other uses and disclosures of information about you only with your written authorization. You may revoke your authorization at any time by submitting a written revocation to us, except to the extent that we have already taken action in reliance on your authorization.

Our Responsibilities. We are required by law to maintain the privacy and security of information; give you this notice and comply with this notice; and notify you if unsecured information about you has been affected by a data breach.

Questions and Complaints. You may ask about your rights, tell us your concerns, ask other questions, or file a complaint with:

Chief Operating Officer
Sound Generations
2200 2nd Ave Suite 100
Seattle, WA 98121
206.727-6206

We will not retaliate against you for exercising your rights or filing a complaint.

Changes to the Terms of this Notice. We may change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request or in our office.

Effective Date: November 3, 2023