



**New York State Department of Health
Bureau of Early Intervention Electronic Mailing List**

Confidentiality for e-mail

Dear Colleague:

It has been brought to the attention of the Department that service coordinators are using mass e-mails sent to individual personal e-mail addresses to determine availability of providers which have compromised the confidentiality of children and families in the Early Intervention Program.

It is required that any e-mail containing personally identifiable information have password protection which locks the computer after a period of inactivity, a firewall for the whole system and encryption for the e-mail message or encryption of the server where all communication takes place on the server itself.

When service coordinators are canvassing providers for service needs such as specialty, service type, frequency, length, geographic area, etc., e-mail can be sent without encryption provided that no personally identifiable information is included. Child specific personally identifiable information includes a list of personal characteristics or other information that would make it possible to identify the child, the parent or other family members with reasonable certainty. In addition to obvious identifiers such as name, address, etc., the combination of facts presented in the e-mail (e.g., initials, family composition, unique diagnosis, heritage, neighborhood, etc.) should not be able to identify a particular family or child.

Should you have any questions about protecting the confidentiality of personally identifiable information when using e-mail, please contact bei@health.state.ny.us

Do not respond to this e-mail.

Thank You

Subscription Information

To subscribe to this list, send an e-mail to eiplist@health.state.ny.us with "Subscribe" in the subject line and include your first and last name in the body of the e-mail. BEI will add your e-mail address to the mailing list. **If you have received this e-mail from the Bureau of Early Intervention Electronic Mailing List (BEI-L), you are already subscribed. Please do not send an additional request.**

To unsubscribe from the list, send an e-mail to eiplist@health.state.ny.us with "Unsubscribe" in the subject line and your name in the body of the e-mail.

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