

# Your Privacy Is Important to Us

## Notice of Privacy Practices for the Department of Labor & Industries (L&I)



This notice describes how medical and other confidential information about you may be used and shared, and your rights regarding this information. Please review it carefully.

### Our commitment to protect your personal information

We take seriously our responsibility to protect the personal privacy rights of Washington's citizens. If we create or receive any personal information about you, this notice tells you how we may use or share it with others. This notice applies to all records we may have about you, including those containing your personal health information. We are committed to protecting the privacy of your personal information and will abide by the terms of this notice.

### How we protect your personal information

1. We do not use or share your personal information unless the law requires it or you have given us your written permission.
2. We collect, keep, or release your personal information only when it is required to meet the business needs of the agency.
3. We do not sell any of your personal information.
4. We require individuals and businesses with whom we contract to use your personal information only for authorized purposes. If they violate this requirement, we hold them accountable for their actions.

5. We take precautions to protect your personal data that may be accessed through our website at [www.Lni.wa.gov](http://www.Lni.wa.gov). Our detailed privacy and security statements are available to all Internet users.
6. We train L&I staff how to protect the privacy and security of your personal information.

### How we may use or share your personal information

We may use or share your personal information to:

1. Process a claim you submit to us.
2. Pay providers who serve you.
3. Communicate with employers, providers, or your representatives who are involved with your claim.
4. Comply with contract and data sharing agreements.
5. Conduct authorized research.
6. Investigate fraud, abuse and workplace safety violations.
7. Comply with legal requirements such as public disclosure laws and with law enforcement.
8. Enable authorized persons to assist the department with its business.
9. Enable public employees to carry out their official duties.
10. Conduct normal business operations such as budgeting, auditing, quality assurance, workplace safety and health protection, and job training.



## Your rights regarding the personal information L&I has about you

You have the right to:

1. Confidentiality when we communicate with you about your personal health information.
2. See and have a copy of your personal information unless it is necessary to withhold it to prevent harm or ensure public safety.
3. Request in writing that we add new or different information to your record if you believe the information we have is incorrect.
4. Give us written permission to release your personal information to a personal representative, such as your attorney.
5. Receive a written copy of this notice and any revised notices.

## Changes to this notice

L&I may change this notice periodically. All notices and their effective dates are available at [www.Lni.wa.gov](http://www.Lni.wa.gov). Paper copies are available on request.

## Privacy laws

The content of this notice is based upon the legal requirements for privacy as described in:

1. Governor's Executive Order 00-03
2. Revised Code of Washington (state law), Titles 51 and 7
3. Federal Rule 45CFRParts160and164

### To file a privacy complaint or to learn more, contact L&I:

- **By mail:**  
Privacy Officer  
Department of Labor & Industries  
PO Box 44001  
Olympia WA 98504-4001
- **By email:**  
[PrivacyOffice@Lni.wa.gov](mailto:PrivacyOffice@Lni.wa.gov)
- **By phone:**  
360-902-4220