SUNBRIGHT RECOVERY CENTER
22425 Sunbright Avenue | Red Bluff, CA 96080
530.513.4294 | www.sunbrightrecovery.org

Your Information. Your Rights. Our Responsibilities.

NOTICE OF PRIVACY PRACTICES OF SUNBRIGHT RECOVERY CENTER

THIS NOTICE DESCRIBES:

- HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED
- YOUR RIGHTS WITH RESPECT TO YOUR HEALTH INFORMATION
- HOW TO FILE A COMPLAINT CONCERNING A VIOLATION OF THE PRIVACY OR SECURITY OF YOUR HEALTH INFORMATION, OR OF YOUR RIGHTS CONCERNING YOUR INFORMATION

YOU HAVE A RIGHT TO A COPY OF THIS NOTICE (IN PAPER OR ELECTRONIC FORM) AND TO DISCUSS IT WITH OUR PRIVACY OFFICER, LINDA SPYRES, LCSW, AT 530.513.4294 OR info@sunbrightrecovery.org, IF YOU HAVE ANY QUESTIONS.

Effective Date: October 1, 2026

OUR COMMITMENT TO YOUR PRIVACY

Sunbright Recovery Center ("Sunbright," "we") is a licensed residential substance use disorder (SUD) treatment program. Your records are protected by two federal laws — the confidentiality rules for SUD patient records (42 CFR Part 2, "Part 2") and the HIPAA Privacy Rule (45 CFR Parts 160 and 164) — and by California law, including the Confidentiality of Medical Information Act (Civil Code §56 et seq.) and Health and Safety Code §11845.5. When these laws differ, we follow the one that gives you the most protection. In most cases that is Part 2, which means we generally need your written consent before we share information that identifies you as a person receiving SUD treatment.

YOUR RIGHTS

When it comes to your health information, you have the right to:

- **Give or refuse consent.** Except as described in this notice, we will not use or share your records without your written consent. You may revoke (cancel) a consent in writing at any time, except for information we already shared while relying on it.
- **Get a copy of your records.** You may ask to see or get a copy (paper or electronic) of your records. Under California law, we will let you inspect your records within 5 working days and provide copies within 15 days of your written request. We may charge a reasonable, cost-based fee for copies.
- **Ask us to correct your records.** You may ask us to correct information you think is wrong or incomplete. We may say "no," but we will tell you why in writing within 60 days.
- **Request confidential communications.** You may ask us to contact you in a specific way (for example, a certain phone number or mailing address). We will say "yes" to all reasonable requests.
- **Ask us to limit what we use or share.** You may ask us not to use or share certain information for treatment, payment, or operations. We are not required to agree, except: if you pay for a service in full out of pocket, you may ask us not to share information about that service with your health plan, and we will agree unless a law requires us to share it.
- **Get a list of those with whom we've shared information.** You may ask for an accounting of certain disclosures we made in the last six years. If your information was shared through an intermediary such as a health information exchange, you may request a list of who received it. One list per year is free; we may charge a reasonable, cost-based fee for more.
- **Get a copy of this notice.** You may ask for a paper copy at any time, even if you agreed to receive it electronically. It is always posted at our facility and at www.sunbrightrecovery.org.
- **Choose someone to act for you.** If you have given someone medical power of attorney or have a legal guardian, that person can exercise your rights. We will confirm they have this authority before we act.
- **Opt out of fundraising.** Sunbright does not use your records for fundraising. If that ever changes, we will first give you a clear chance to opt out, and you may opt out in advance at any time by contacting our Privacy Officer.
- **File a complaint without retaliation.** See "How to File a Complaint" below. We will never retaliate against you for filing a complaint.

HOW WE MAY USE AND SHARE YOUR INFORMATION — WITH YOUR WRITTEN CONSENT

We ask you to sign a consent form at admission. You may give a single consent for all future uses and disclosures for treatment, payment, and health care operations. With your written consent, we may:

- **Treat you.** Share information with other health care providers involved in your care, such as your doctor or a program you transfer to.
- **Bill for your services.** Share information with Medi-Cal, your county behavioral health plan, or your insurer to get paid for your care.
- **Run our organization.** Use information for quality improvement, staff training, licensing, accreditation, and program management.
- **Share with people you choose.** Share information with family members, a court, probation, an employer, or anyone else you name in a written consent, only as you direct.
- **Report to a prescription drug monitoring program,** when required and permitted by law.

Redisclosure. If you consent to share your records with another HIPAA-covered provider, health plan, or their business associates for treatment, payment, or operations, the recipient may further share that information as HIPAA allows — but it still may not be used against you in a legal proceeding (see below). Other recipients may not redisclose your information unless you consent or the law allows it.

HOW WE MAY USE AND SHARE YOUR INFORMATION — WITHOUT YOUR CONSENT

Federal law allows us to use or share your information without your written consent only in these limited situations:

- **Within our program.** Among Sunbright staff who need the information to provide your care or carry out their duties.
- **With service organizations.** With vendors (such as our electronic records or billing services) that have signed a written agreement to protect your information as required by Part 2 and HIPAA.
- **Medical emergencies.** With medical personnel to the extent needed to treat a bona fide medical emergency when your consent cannot be obtained.
- **Reporting suspected child abuse or neglect.** We must make the initial report required by California law.
- **Other reports required by California law.** California law requires our staff to report known or suspected abuse or neglect of an elder or dependent adult, and to take steps to protect others if a client communicates a serious threat of physical violence against a reasonably identifiable person. We follow these laws. We share only the minimum information needed to make the report and, whenever possible, we make it without revealing that you are receiving substance use disorder treatment. Staff explain these limits of confidentiality to you at admission.
- **Crimes on our premises or against our staff.** Limited information may be shared with law enforcement about a crime committed, or threatened, on our property or against our personnel.
- **Audits and evaluations.** With government agencies, Medi-Cal, and accrediting bodies that audit or evaluate our program, under strict confidentiality rules.
- **Research.** For approved research that meets federal protections for your privacy.
- **Public health.** With public health authorities, only after your information has been de-identified so it no longer identifies you.
- **Cause-of-death inquiries.** To report vital statistics or cause of death as required by law.
- **Court orders.** When a court issues a special order that meets the requirements of Part 2. A subpoena alone is not enough.

> **Legal proceedings.** We will not use or share your records, or provide testimony about them, in any civil, criminal, administrative, or legislative proceeding against you unless you give specific written consent or a court issues an order that meets the requirements of 42 CFR Part 2.

Uses we will never make without your written consent: we do not sell your information, and we do not use or share it for marketing. We will not share SUD counseling session notes or psychotherapy notes except as the law strictly allows.

OUR RESPONSIBILITIES

- We are required by law to maintain the privacy and security of your health information and to give you this notice of our legal duties and privacy practices.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing.
- We provide free language assistance and auxiliary aids (such as interpreters or large print) so you can understand this notice. Ask any staff member.

HOW TO FILE A COMPLAINT

If you believe your privacy rights have been violated, you may file a complaint with any of the following. We will not retaliate against you for filing a complaint.

Sunbright Privacy Officer	Linda Spyres, LCSW, Clinical Director | 530.513.4294 | info@sunbrightrecovery.org | 22425 Sunbright Avenue, Red Bluff, CA 96080
U.S. Department of Health and Human Services, Office for Civil Rights	200 Independence Avenue, S.W., Washington, D.C. 20201 | 1-877-696-6775 | www.hhs.gov/ocr/complaints
California Department of Health Care Services (DHCS)	Licensing and Certification Division, P.O. Box 997413, MS 2601, Sacramento, CA 95899-7413 | (877) 685-8333 | sudcomplaints@dhcs.ca.gov

OUR WEBSITE

This section explains how www.sunbrightrecovery.org handles information from visitors.

- **We do not collect health information through our website.** Please do not send treatment or health details through our website, contact form, or regular email, because they are not secure channels for protected health information. To discuss your care or records, call us at 530.513.4294.
- **Information you choose to send.** If you contact us through the website (for example, name, phone number, or email), we use it only to respond to you. We do not sell, rent, or trade it.
- **Basic site data.** Like most websites, our site may collect general technical information (such as browser type and pages visited) to keep the site working and improve it. We do not use this information to identify you or to share any health information with advertisers or social media companies.
- **Links to other sites.** Our site may link to other organizations (such as DHCS or HHS). Their privacy practices are their own.

CHANGES TO 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, posted in our facility, and posted on our website at www.sunbrightrecovery.org.

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