



Summary of Your Privacy Rights

This notice summarizes CDS Monarch's privacy practices and your privacy rights. The CDS Monarch full Privacy Notice can be found [here](#). If you have any questions about this notice, you may contact our Privacy Officer via email at compliance@csl.org.

Our Privacy Commitment to You:

CDS Monarch will protect your privacy and share information about you only with those who need to know and are allowed to see the information to assure that you receive quality services.

You Have the Right To:

- Look at your clinical records and get a copy;
- Ask us to change your records if you think they are wrong;
- Ask for a list of the people who received your clinical information from CDS Monarch;
- Ask CDS Monarch not to use or share your clinical information in some cases;
- Ask for a paper copy of this notice;
- Complain if you believe your privacy rights have been violated.

CDS Monarch Will Use or Share your Clinical Information with Others Without your Consent for:

- Treatment: to provide you with services under your Life Plan or to obtain new services for you;
- Payment: to get paid by you or an insurance company, Medicare or Medicaid, other government agencies or others responsible to pay for your services;
- Health Care Operations: to run our programs and to make sure staff are following the rules;
- Other Reasons Allowed by Law or Regulation: these are listed in detail in the full Privacy Notice.

Also, if you agree, we will share your information with family and friends who are involved in your care.

CDS Monarch will share your information for other reasons only if you give us your written consent.

Complaints: If you believe your privacy rights have been violated you may complain to:

- Privacy Officer – CDS Monarch, 860 Hard Road, Webster, New York 14580, 585-341-4600
- The Secretary of the Federal Department of Health and Human Services. 200 Independence Ave. S. W. Washington D. C. 20210, 1-877-696-6775