



## Florida Atlantic University HIPAA Task Force

March 5, 2026

### **I. Purpose**

The purpose of the Florida Atlantic University (FAU) HIPAA Task Force is to promote compliance with the Health Insurance Portability and Accountability Act of 1996, including applicable state medical privacy laws. The Task Force provides institutional oversight, and guidance to safeguard protected health information (PHI), support compliant use and disclosure practices, and mitigate privacy and security risks across the University.

### **II. Composition**

The FAU HIPAA Task Force shall include representatives with expertise in privacy, security, clinical operations, research, and health information management. The Task Force includes representatives from all FAU's covered components, the Office of the General Counsel, the Office of Information Technology, Division of Research, the Office of the Provost, and other subject-matter experts as needed. The Task Force shall be chaired by the Chief Compliance and Ethics Officer or their designee.

### **III. Meetings**

The HIPAA Task Force shall meet at least four (4) times annually. Additional meetings may be convened as necessary to address reported incidents, breach investigations, regulatory changes, or emerging HIPAA issues.

### **IV. Responsibilities and Duties**

The HIPAA Task Force is responsible for the following duties:

- **Oversight and Governance**
  - Provide institutional oversight of HIPAA privacy and security compliance activities across the institution.
- **Policy, Privacy, and Education**
  - Review, advise on, and support the development and implementation of HIPAA-related policies, procedures, and administrative, physical, and technical safeguards.
  - Identify, support, and implement training and education initiatives.
- **Risk Identification and Mitigation**
  - Identify actual or potential HIPAA compliance risks and appropriate mitigation strategies.

### **V. Authority**

The HIPAA Task Force operates under the authority of FAU and is authorized to request information, reports, cooperation, and participation from FAU covered components and relevant University offices as necessary to fulfill its responsibilities.