

## **Notice of Information Practices (Privacy Policy)**

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

Genzyme Genetics is committed to protecting individual privacy and values the confidence of the patients and physicians who use our services. This Notice of Information Practices applies to Genzyme Genetics, a division of Genzyme Corporation. Genzyme Genetics is required by law to maintain the privacy of protected health information that identifies you, and to provide you with notice of our legal duties and privacy practices.

### **USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION**

The following categories describe the types of uses and disclosures of your information that Genzyme Genetics may make. Some of the uses and disclosures may be limited or restricted by state laws or other legal requirements and, if so, we follow those limits and restrictions.

- **Laboratory Testing and Genetic Counseling Services.** Genzyme Genetics typically collects information about you from your physician who refers you for genetic counseling or sends us your specimen for laboratory testing. We may use and disclose your information to provide the genetic counseling service and/or to process and run your test(s) and provide the results to your physician (or his or her agent).
- **Payment for Services.** As allowed by law, Genzyme Genetics may use and disclose your information to bill and collect for laboratory or genetic counseling services we provide. For example, Genzyme Genetics may disclose to your insurance company or other third party payor your identifying information, including the services or test(s) you received and your test results.
- **Health Care Operations.** Genzyme Genetics may use and disclose your information in the operation of our business. For example, we may use your information for improving the services we provide, training staff and students, business management, and customer service.
- **Research.** Genzyme Genetics may use and disclose your information for research purposes in certain limited circumstances permitted by law. For example, in some cases, we may use and disclose information that does not directly identify you for research.
- **Legal Compliance.** Genzyme Genetics may disclose your information for law enforcement purposes or in the course of a legal, judicial, or administrative proceeding, including in response to a court order, warrant, or subpoena. Genzyme Genetics must disclose your information if required to do so by international, federal, state or local law.
- **Public Health Activities.** Genzyme Genetics may disclose your information to a healthcare oversight agency for activities authorized by law or other activities necessary for appropriate oversight of the health care system, government benefit programs, and compliance with law. We may also disclose your information to a public health authority to

prevent or control disease, or disability, or to prevent or lessen a serious and/or imminent threat to health or safety.

- **Government Functions.** In certain situations, Genzyme Genetics may disclose the information of military personnel and veterans, including Armed Forces personnel, as required by military command authorities.
- **Personal Representatives and Individuals Involved in Your Care.** Genzyme Genetics may disclose your information to your personal representative, as established under applicable law, or to an administrator, executor, or other authorized individual associated with your estate.
- **Business Associates.** Genzyme Genetics may disclose your information to our business associates to perform certain business functions or provide certain business services to Genzyme Genetics. All of our business associates must maintain the privacy and confidentiality of your information.

All other uses and disclosures not described above may be made only with your signed authorization. You may revoke such authorization at any time, in writing, except to the extent that action has been taken in reliance on your authorization.

## YOUR RIGHTS

Subject to certain exceptions, you have the right to:

- **Request restrictions** on how we use or disclose your information. While all requests will be considered, Genzyme Genetics is not required to agree to these requests.
- **Request to see and obtain a copy of your information.** However, as a laboratory, Genzyme Genetics is subject to both federal and state licensure regulations, which in most states, require laboratory test information to be disclosed to a patient only by the referring physician.
- **Request corrections or updates to your information.**
- **Receive an accounting of certain disclosures** made of your information.
- **Request confidential communications**, for example, that Genzyme Genetics communicate with you about your information at an alternative address or by an alternative means.
- **Obtain a paper copy of this Notice** even if you receive it electronically. You may obtain a paper copy by contacting us using the phone number, address or website listed at the end of this Notice.

## CHANGES TO THIS NOTICE

Genzyme Genetics is required by law to abide by the terms of the Notice currently in effect. We reserve the right to change this Notice and our privacy practices from time to time. Changes adopted will apply to any information we maintain about you. When changes are made, we will promptly update this Notice and post the information on our website at [www.genzymegenetics.com](http://www.genzymegenetics.com).

## **HOW TO CONTACT US, EXERCISE YOUR RIGHTS, OR FILE A COMPLAINT**

If you need clarification or more information on any portion of this Notice, if you want to exercise any of your rights described in this Notice, or if you feel your privacy rights have been violated, contact the **Genzyme Genetics Privacy Officer at 1-800-848-4436** or write to:

Privacy Officer  
Genzyme Genetics  
2000 Vivigen Way  
Santa Fe, NM 87505.

All complaints will be thoroughly investigated, and Genzyme Genetics will not take retaliatory action against you for filing a complaint about our privacy practices. You may also file a complaint with the Secretary of the U.S. Department of Health and Human Services.

**Effective Date of Notice:** April 14, 2003

**Revised:** March 22, 2006