



Data Privacy and Security on the WPS Online Evaluation System (OES)

When you use the WPS OES to administer and score assessments, you and your client enter personal data, known as Protected Health Information (PHI) under the Health Care Insurance Portability and Accountability Act (HIPAA).

WPS takes the privacy and security of PHI very seriously. This summary sheet answers common questions about the technology, policies and procedures that we use to protect your client data.

Data

- The OES allows you and your clients to create PHI, which is stored on servers at WPS. A small group of WPS technical employees have access to these servers, in order to ensure the security and integrity of the data. Their access privileges are limited to only what is needed for their job requirements, and they receive extensive training in privacy and security procedures.
- Outside of WPS, only you have access to PHI created through your password-protected account.
- WPS keeps PHI on our secure servers until you choose to delete it. Data are backed up in secure, offsite locations within the US. Once you have deleted the data it is no longer stored in our system.
- WPS does not use PHI for any research or marketing purposes.

Security & Access

- The OES employs state-of-the-art encryption and firewall technology to protect against unauthorized access and other threats.
- Your user actions (e.g., login, logout, client creation, and other activities) are logged on our system, and this record is backed up in secure, offsite locations within the US. This provides a robust audit trail that enhances data security.

Compliance & Training

- WPS has a comprehensive HIPAA Compliance Program, managed by separate Privacy and Security Officers, who stay abreast of evolving laws and regulations and modify our privacy and security procedures as needed.
- The technical employees who have access to the OES servers receive the highest level of HIPAA-mandated training, including procedures to handle the unlikely event of a data breach.

If you have questions about WPS Privacy & Security Procedures, please contact: hipaa@wpspublish.com