

# SECURITY OFFICER DESIGNATION

Formal Designation of HIPAA Security and Privacy Officer

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| <b>Control Reference</b> | HR-19                                   |
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| <b>Classification</b>    | Confidential – Internal & Customer Use  |
| <b>Maintained by</b>     | Altnetix LLC Security & Compliance Team |
| <b>Contact</b>           | compliance@altnetix.com                 |



## 1. Purpose and Legal Requirement

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The HIPAA Security Rule (45 CFR §164.308(a)(2)) requires covered entities and business associates to designate a Security Officer responsible for the development and implementation of required HIPAA security policies and procedures. The HIPAA Privacy Rule (45 CFR §164.530(a)) similarly requires designation of a Privacy Official.

## 2. Security Officer Designation

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Altnetix LLC hereby designates the following individual as its HIPAA Security Officer and Privacy Officer:

Name: Steven [CEO / Founder, Altnetix LLC]

Title: Chief Executive Officer & Security Officer

Organization: Altnetix LLC

Address: Atlanta, Georgia

Email: [compliance@altnetix.com](mailto:compliance@altnetix.com)

Effective: June 1, 2026

## 3. Security Officer Responsibilities

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The Security Officer is accountable for:

- Developing, maintaining, and updating all HIPAA Security and Privacy policies
- Conducting annual HIPAA risk analyses per 45 CFR §164.308(a)(1)(ii)(A)
- Implementing and monitoring security controls across all platform and operational systems
- Managing the security incident response and breach notification program
- Coordinating annual security training for all workforce members
- Maintaining the Risk Register and overseeing risk treatment activities
- Serving as the primary point of contact for HHS OCR, auditors, and customers on security and privacy matters
- Reviewing and approving BAAs and vendor contracts with PHI access

## 4. Backup and Succession

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In the absence of the designated Security Officer, the CEO retains all Security Officer responsibilities or may delegate them in writing to a qualified designee. The designee must have completed HIPAA Security training and understand all applicable regulatory requirements.

## 5. Acknowledgment

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The designated Security Officer acknowledges acceptance of this role and its responsibilities:

\_\_\_\_\_ Date: \_\_\_\_\_

Security Officer Signature

\_\_\_\_\_ Date: \_\_\_\_\_



Chief Executive Officer