

**POLICY**
**Privacy**

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Date	Committee	X	[ Title ]
	Senior Management Committee		
Manual	Section		
<b>ADMINISTRATION</b>		<b>PRIVACY</b>	

Related Documents : Information Technology Security Policy  
 Privacy and Security - Form 215

**POLICY STATEMENT:**

Headwaters Health Care Centre will comply with appropriate privacy legislation including:

Provincial Privacy Legislation, specifically Bill 31: The Personal Health Information Protection Act, 2003(PHIPA) comes into effect on November 1, 2004.

Guiding Philosophies:

- Headwaters Health acknowledges that the Legislation applies to all health information about our patients;
- The term “Privacy” includes both the confidentiality and security of patient information;
- HHCC, as a health information custodian, is accountable and responsible for the protection of all patient information within its care;
- Accountability for HHCC compliance with privacy rests with the Chief Executive Officer (CEO) through the Co-Privacy Officers, who are designated to act on behalf of the CEO’s in matters related to privacy;
- The Co Privacy Officer at HHCC is designated to oversee privacy legislation compliance;
- With few exceptions, each individual has a right to expect their personal information will be reasonably protected.
- Each Health Care Professional and HHCC Employee and Volunteer has a duty to protect the personal information of those seeking our services;
- Access permission will be granted on a need-to-know basis. Access will facilitate employees to effectively perform their assigned duties;
- Access can be removed at anytime for those who are found to be not in compliance with Hospital Policy;
- HHCC acknowledges the appropriate use of notice, implied and expressed consent in compliance with the legislation.

- Privacy Investigations will be conducted in a fair and consistent manner. The process will ensure that numbers of contacts are kept to a minimum to maintain confidentiality.
- Contractual agreements between third party partners/suppliers/vendors will be in place to ensure privacy compliance to HHCC policies and procedures.

Due to the sensitive nature of health information, HHCC will apply the following principles across all aspects of its operation.

Privacy Principles:

1. **Accountability for Personal Information:** HHCC is responsible for the personal information of patients under its control and will delegate an individual(s) who are accountable for its compliance with the privacy principles and relevant legislation.
2. **Identify Purposes for the Collection of Personal Information:** HHCC and its personnel will identify the purposes for which personal information is collected at or before the time the information is collected.
3. **Consent for Collection, Use and Disclosure of Personal Information:** the knowledge and informed-consent of the individual are required for the collection, use or disclosure of personal information, except where inappropriate or recognised exceptions apply (notice will be posted to outline the following: provision of direct patient care within the organisation and across the health system, administrative and management of the health care system, research, teaching, statistics, quality improvement initiatives, compliance with legal and regulatory requirements).
4. **Limit Collection of Personal Information:** to that which is necessary for the purposes identified. Information will be collected through fair and lawful means.
5. **Limit Use, Disclosure and Retention of Personal Information:** personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of knowledge of the individual as required by law. Personal information will be retained only as long as is legally required or is necessary to fulfil its stated purpose.
6. **Accuracy of Personal Information:** personal information will be as accurate, complete and up-to-date as is necessary for the purpose for which it is used.
7. **Safeguards for Personal Information:** personal information will be protected by security methods appropriate to the format and sensitivity of the information.
8. **Openness about Privacy Policies:** HHCC will make readily available to individuals specific information about its policies and procedures relating to the management of personal information.
9. **Individual Access to Personal Information:** upon request, an individual will be informed of the existence use and disclosure of his/her personal information and will be given access to that information. An individual will be able to challenge the accuracy and completeness of the information and have it noted or amended as appropriate – according to hospital policy.
10. **Challenge Compliance with the Privacy Policy:** an individual will be able to challenge the compliance with the HHCC policy to the Chief Executive Officer (CEO) through the Co Privacy Officer (CPO).

All staff, volunteers, physicians and student must sign the “Privacy and Security” form (215). Any breach of confidentiality may be cause for disciplinary action.