

**Principle 6 - Accuracy**

Personal information will be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

**Principle 7 - Safeguards**

Security safeguards appropriate to the sensitivity of the information will protect personal information.

**Principle 8 - Openness**

SJHC will make readily available to individuals specific information about its policies and practices relating to the management of personal information.

**Principle 9 - Individual Access**

Upon request, SJHC will inform an individual of the existence, use and disclosure of his or 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 amended as appropriate.

**Principle 10 - Challenging Compliance**

An individual will be able to address a challenge concerning compliance with the above principles to the Privacy Officer.

# *privacy and confidentiality*

St. Joseph's Health Centre  
Privacy Officer

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*at St. Joseph's Health Centre*



# Privacy and Confidentiality

St. Joseph's Health Centre (SJHC) recognizes its obligation to respect privacy and is committed to ensuring the integrity and confidentiality of the information that we collect, hold and disclose for both staff and patients. Staff members must follow the Health Centre's Policies and Procedures on confidentiality and release of information. As a new employee, you signed a confidentiality agreement with the Health Centre. From time to time, it's good practice for each staff member to review this policy which can be found in the Administrative Manual.

The Health Centre develops policies and procedures related to privacy, confidentiality and security on ten principles that form the basis for best privacy management practices. By following the 10 principles listed, we:

- Ensure compliance with various legislative acts related to the protection of personal information
- Demonstrate social responsibility
- Influence our colleagues in best practices behaviour and create a culture of privacy within the Health Centre.

You can observe privacy best practices through your own everyday activities at SJHC. To the right are some practical examples of privacy practices that help to ensure the protection of personal information.

- Do not share passwords used to log into information systems.
- Do not walk away from an information system that you have logged into, but have not logged out of.
- Obtain the proper authority before looking at your own or family member's information.
- Do not discuss issues related to personal information in public areas of the hospital such as corridors, cafeteria, stairwells, washrooms or elevators.
- When using an override on an information system, give a clear role, location and descriptive reason for access. These activities are audited and could be deemed non-compliant if appropriate reasoning for this access is not indicated.
- The Health Centre's authorization for Release of Information form must be completed, signed, dated and witnessed before information can be released.
- Form 14 - Mental Health Act must be completed if the patient received psychiatric care.
- Remember that the chart belongs to the Health Centre, and the information on the chart belongs to the patient.

## Privacy Principles

### Principle 1 - Accountability

SJHC is responsible for personal information under its control and has designated an individual accountable for SJHC's compliance with the following principles.

### Principle 2 - Identifying Purposes

The purposes for which personal information is collected will be identified by SJHC at or before the time of collection.

### Principle 3 - Consent

The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except where inappropriate.

### Principle 4 - Limiting Collection

The collection of personal information will be limited to that which is necessary for the purposes identified by SJHC. Information will be collected by fair and lawful means.

### Principle 5 - Limiting Use, Disclosure, and Retention

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information will be retained only as long as necessary for the fulfillment of those purposes.