



Patient Privacy Policy

Introduction:

The Humber River Family Health Organization (FHO) and Health Team (FHT) values your privacy. We commit to treat your health information with respect and to protect your privacy.

Electronic Health Records:

The Humber River FHO physicians, assistants, and FHT IHP staff will record your health information in an electronic medical record that is password and firewall protected. In some cases, there may also be a paper health record. All the physicians and FHT IHP staff working at Humber River FHO/FHT will have access to your health records if needed, even if you see them at another physician site. This access helps physicians and IHP staff have the information we need to provide you with good medical care.

Website Links:

Personal Health Information Protection Act 2004: <https://www.ipc.on.ca/english/hipa/>

Quality of Care Information Protection Act 2004:
<http://www.health.gov.on.ca/en/common/legislation/qcipa/>

According to this legislation, Humber River FHO is a health information custodian (HIC) of your personal health information. This means that we have custody and control of the health information contained in your Humber River FHO medical record.

The key privacy principles from these Acts that Humber River FHO is responsible for include:

Principle 1 - Accountability for Personal Information

Humber River FHO is responsible for personal information under its custody or control. We have appointed a Privacy Officer, to be accountable for the organization's compliance with the

legislation and the privacy principles that follow.

Principle 2 - Identifying Purposes for Collection of Personal Information

As your personal information is being collected, Humber River FHO will identify the purpose for which it is collected. The primary purposes include: delivery of direct patient care; administration of the health care system; research and statistics; or to comply with legal and regulatory requirements.

Principle 3 - Consent for the Collection, Use and Disclosure of Personal Information

- **Implied consent for provision of care:** By seeking care from us, your consent is implied (i.e., assumed) for your information to be used by Inner City Health Associates to provide you with care, and to share with other providers involved in your care.
- **Disclosure to other health care providers:** Relevant health information is shared with other providers involved in your care, including (but not limited to) other physicians and specialists, pharmacists, nurses, case workers, and counselors.
- **Disclosures authorized by law:** There are limited situations where we are legally required to disclose your personal information without your consent. These situations include (but are not limited to) billing provincial health plans, reporting infectious diseases and fitness to drive, or by court order.
- **Withholding consent:** You may choose not to give consent. If consent is given, you may take away consent at any time, but the withdrawal cannot be backdated. The withdrawal may also be subject to legal or contractual restrictions and reasonable notice.
- **Lockbox:** You have the right to restrict access to some or all of your personal health information. Please speak to your doctor if you would like to lock access to any part of your record.

Principle 4 - Limiting Collection of Personal Information

Information that is needed for the purposes of providing you with health care will be collected. Information will be collected by fair and lawful means.

Principle 5 - Limiting Use, Disclosure and Retention of Personal Information

Personal information will not be used or disclosed for purposes other than for 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 fulfillment of those purposes and in compliance with legislation.

Principle 6 - Ensuring Accuracy of Personal Information

We will take reasonable steps to ensure that information we hold is as accurate, complete, and up to date as is necessary.

Principle 7 - Ensuring Safeguards for Personal Information

Humber River FHO will use appropriate safeguards to protect your personal health information. Humber River FHO will strive to make all physicians, staff, and agency partners aware of the requirement to maintain the security of personal health information and will require each individual with access to your personal health information to sign a Confidentiality Statement.

Principle 8 - Openness about Personal Information Policies and Practices

Information regarding Humber River FHO's policies and practices relating to the management of personal information are available upon request.

Principle 9 - Individual Access

You may request access to your personal health information. You may challenge the accuracy and completeness of the information and have it amended as appropriate.

Principle 10 - Making a complaint about how Humber River FHO handles your health information

You may direct a complaint concerning how we have handled your privacy to your physician or to Humber River FHO's Privacy Officer. The Privacy Officer may be contacted at: Attention Executive Director. 2050 Weston Road. Toronto, Ontario. M9N 1X4.

Reviewed by:

EMR Committee

Humber River FHO

References:

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