

Privacy & Confidentiality POLICY

Community Care Peterborough (CCP) believes that information gathered during the course of its work - about employees, clients, donors, volunteers, brokered helpers and other agents - is private and every safeguard should be taken to ensure that personal information and personal health information is kept confidential, in keeping with sound, ethical principles, leading practices and governing legislation.

CCP collects, uses, discloses, retains, and protects personal health information (PHI) and is a health information custodian (HIC) under the Ontario Personal Health Information Protection Act, 2004 (PHIPA).

PHIPA applies to Personal Health Information (PHI) that is collected, used or disclosed by custodians. PHI includes oral or written information about the individual, if the information:

1. Relates to the individual's physical or mental health, including family health history;
2. relates to the provision of health care, including the identification of persons providing care;
3. is a plan of service under the Home Care and Community Services Act, 1994;
4. relates to payment or eligibility for health care;
5. is the individual's health number; or
6. Identifies an individual's substitute decision maker.

Any other information about an individual that is included in a record containing PHI is also included in the definition. Employee records of a custodian are excluded from the definition provided that the records are used primarily for purposes other than providing health care.

Also, the Act does not apply to information about a person if the information could not reasonably be used to identify the person.

To view the full policy please contact our **Privacy Officer**, by email privacy@commcareptbo.org