

<b>THE HINCKS-DELLCREST CENTRE</b>		<b>POLICY NUMBER 4-1-110</b>	
<b>SECTION: CLINICAL</b>		<b>SUBSECTION: CLIENT PRIVACY AND CONFIDENTIALITY</b>	
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POLICY

1. The Centre's policies and procedures for the collection, use, storage, and release of client information shall protect client privacy and confidentiality, and shall be consistent with the Ontario Personal Health Information Protection Act and with applicable regulations under the Ontario Regulated Health Professions Act.
2. Client records shall contain only that information which is needed to provide service.
3. Unless there is a clear and imminent danger to the health and safety of the client or another person, or the law requires or allows disclosure, confidential information shall be released only when informed consent is obtained in writing from the client or the client's legal designate.
4. Confidential information shall be released according to specific operational procedures and cleared according to defined levels of responsibility within the organizational structure of the Centre.
5. All paper files, reports, computer records, video tapes, and other means of storing confidential client information are the property of the Centre, which has an overriding responsibility and discretion to control access.
6. Appropriate operational procedures shall be established for safeguarding the security of all confidential client information against unauthorized access, regardless of the form in which it is stored or transmitted (e.g., paper, computer files, video-tape, audio-tape, fax, cellular phone, e-mail).
7. Authorized disclosure of client information is limited to the amount and type of information present in the client's record.
8. Only specified persons, employed by or officially affiliated with the Centre, shall have internal access to client information.
9. Access to client records for auditing, licensing, or accrediting staff may be granted by the Chief Executive Officer. However, identifiable client information may not be removed from the Centre's premises for these purposes.
10. At the beginning of their employment or official affiliation with the Centre, all persons shall be informed of, and agree to, the Centre's policies and procedures pertaining to client privacy and confidentiality.
11. Any breach of confidentiality shall be reported immediately to the Chief Executive Officer or designate, and appropriate action shall be taken.

Board Initial Approval	Date: <u>1999-May-25</u>				
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