

PRIVACY PRINCIPLES

SJGH will follow fair information practices that are based on the ten international privacy principles developed by the Canadian Standards Association and adopted as the basis for Canadian privacy legislation.

1. ACCOUNTABILITY

SJGH is a Health Information Custodian (HIC) responsible for Personal Information (PI) and Personal Health Information (PHI) under its control and will designate an individual(s) who is (are) accountable for the organization's compliance with these privacy principles.

2. IDENTIFYING PURPOSES FOR COLLECTING PERSONAL INFORMATION

SJGH will identify the purposes for which PI and PHI is collected, used, and disclosed by the organization at or before the time the information is collected. Examples of purposes include delivery of direct patient care, administration of the health care system and obtaining payment for treatment. The purposes will be communicated via PHIPA posters and brochures located throughout SJGH.

3. CONSENT

SJGH will rely on informed consent, either express or implied, from patients for the collection, use and disclosure of PI and PHI except where inappropriate and/or subject to specific exceptions. SJGH assumes that consent is implied when a patient presents to the facility to receive care or treatment, unless instructed otherwise. Express consent is required when patients explicitly agree to the collection, use and disclosure of their personal health information.

4. LIMITING COLLECTION

SJGH will collect PI and PHI by fair and lawful means and collection will be limited to what is necessary for the purposes identified by the organization.

5. LIMITING USE, DISCLOSURE AND RETENTION

SJGH will not use or disclose PI and PHI for purposes other than those for which it was collected, except with the consent of the individual or as required by law. SJGH will keep PI and PHI for only as long as necessary for the fulfillment of those purposes at which point the record would be destroyed.

6. ACCURACY

As a HIC, SJGH shall take reasonable steps to ensure that the PI and PHI collected is accurate, complete, and up to date as is necessary for the purposes for which it is to be used. Individuals have the right to challenge the accuracy of the information.



**ST. JOSEPH'S
GENERAL HOSPITAL
ELLIOT LAKE**

7. SAFEGUARDS

SJGH will take steps to ensure that PI and PHI in its custody and control is protected by safeguards appropriate to the nature and format of the information being stored.

8. OPENNESS

SJGH will make readily available to individuals' specific information about its policies and practices relating to the management of PI and PHI.

9. INDIVIDUAL ACCESS

Upon request of an individual, SJGH shall inform the individual of the existence, use and disclosure of his or her PI or PHI and shall provide access to that information as appropriate. An individual may request that SJGH change a record of the individual's PI or PHI. SJGH will make revisions where the individual can successfully demonstrate the record is inaccurate or incomplete.

10. CHALLENGING COMPLIANCE

An individual shall be able to address a challenge concerning compliance with the above principles to the Manager, Privacy, and Information Security or to the Information and Privacy Commissioner of Ontario.