

Privacy Policy Collection of Personal Information to Provide Medical Care
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Policy Purpose:

Employees and contracted physicians of the Department of Health and Social Services and the regional Health and Social Services Authorities are committed to protecting the privacy of patients of the NWT healthcare system.

The purpose of the policy is to provide direction to these employees and contracted physicians regarding the appropriate collection of personal information to provide medical care and support administrative and billing processes.

Application:

This policy covers information collected in hard copy or in any other media format, including electronic media, audio or videotape and any other new and emerging technologies that may be used in the delivery of medical care services. This policy applies to employees and contracted physicians of the Department of Health and Social Services and the Regional Health and Social Services Authorities.

Policy Statement:

The collection of personal information must occur directly from the individual who is the subject of the information, whenever possible. Indirect collection from a third party may occur in certain circumstances. Information collection is directly related to and is necessary for the provision of diagnostic and treatment services, administration and billing processes.

Patients are provided with an appropriate notice about the collection of their personal information. See "Provision of Notice" policy for more information.

Policy Requirements:

Collection of personal information may occur under the following conditions;

- If the personal information related directly to and is necessary for, an existing program or activity where collection of the information has been authorized by the GNWT,
- The collection of personal information is limited to the elements of personal information required to provide the service. Intake forms, registration processes, billing and other collection methods are designed to limit the collection to the information this is required to perform the service.

If it is not reasonably possible to collect information directly from the individual who is the subject of the information, collection from a third party may occur in certain circumstances. These circumstances include;

- Where another method of collection is authorized by that individual or by an enactment. This would include collection from a parent, guardian or personal representative.
- To register an individual for NWT healthcare;

- Where the third party is authorized by ATIPP to disclose the information. A common example of this would be when a healthcare provider needs information from another healthcare provider.

**Quick Reference:
Considerations for Collection**

Role	Responsibility
Individual	Information should be collected from the individual who is the subject of the information whenever possible.
Parent or Legal Guardian	Collection from a third party may occur if the individual who is the subject of the information has authorized
Healthcare Provider	Collection may occur from another healthcare provider, such as collection of personal information from a general practitioner by a specialist or from a physician to another service provider, such as laboratory services
Other Regional Health and Social Services Authorities	Personal information may be collected from healthcare provider in other Regional Health and Social Services Authorities if the information is needed for diagnosis and treatment of a patient or the administration of billing and payment of services provided to the patient.

Legislative References:

The collection of personal information by public bodies is primarily guided by the *Access to Information and Protection of Privacy Act*. The *Access to Information and Protection of Privacy Act* established the legal conditions for public bodies to protect the personal information they collect, use or disclose.

Approval and Effective Date:



Chad Fehr, CEO



Date