

Privacy Policy Information Disclosure Agreements and Protocols

Policy Purpose:

Regional Health and Social Services Authorities and the Department of Health and Social Services may enter into Information Disclosure Agreements to support planned and systematic disclosure of personal information, when that disclosure is permitted by legislation. For example, the Department provides certain types of healthcare plan registration information to the NWT Courts to maintain the NWT Jury List. This is required by the *Jury Act*. The disclosure is supported by an agreement between the departments that identifies when and how the information is provided and to whom.

Regional Health and Social Services Authorities and the Department of Health and Social Services also may establish Information Disclosure Protocols to describe how decision-making about disclosure of information will be undertaken for individual situations. For example, ECE may investigate a specific Income Support Client by asking HSS to disclose the address listed with the NWT Healthcare plan. This would be permitted under the ATIPP Act. If it was a regular occurrence, the two departments may want to establish a protocol that outlines the particular situation and requests that the Inuvik HSA will respond to, what information will be provided etc. That would be a Protocol.

The purpose of this policy is to provide direction to employees and contracted physicians regarding the information disclosure agreements and protocols.

Application:

This policy covers information that is documented 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:

Information Disclosure Agreements and Protocols are public documents, which are authorized only by the Deputy Minister or the Chief Executive Officers. These Agreements and Protocols reflect disclosure of personal information, where a law permits that disclosure. Various public bodies may enter into these arrangements.

Policy Requirements:

Information Disclosure Agreements should include;

- A description of the information to be disclosed between the signing parties.
- A description of the purpose for the information including why the information is required.
- A description of the safeguards including, physical, and technical and administrative used to protect the privacy of the information.
- A description of the relevant provisions of the *Access to Information and*

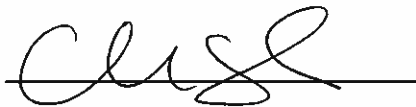
Protection of Privacy Act and/or other applicable legislation that authorizes this information disclosure.

- A process for terminating or renewing the agreement.
- The names, titles, and signatures of the appropriate officials in both the supplying and the receiving bodies responsible for the terms of the agreement, the date of the agreement and the period for which it is in effect must also be included.

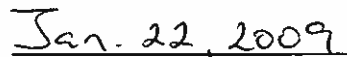
Protocols should include:

- A description of the information to be disclosed between the signing parties.
- Identification of the representatives who can make the decisions outlined in the protocol.
- A description of the purpose for the information disclosure including why the information is required.
- A description of the relevant provisions of the *Access to Information and Protection of Privacy Act* and/or other applicable legislation that authorizes this information disclosure.
- A process for terminating or renewing the protocol.
- The names, titles, and signatures of the appropriate officials in both the supplying and the receiving bodies responsible for the terms of the protocol, the date of the protocol and the period for which it is in effect must also be included.

Approval and Effective Date:



Chad Fehr, CEO



Date