

**Privacy Policy
Provision of Notice**

Policy Purpose:

The purpose of this policy is to provide employees and contracted physicians with direction regarding the provision of notice to individuals when collecting their personal information.

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:

Regional Health and Social Services Authorities and the Department ensure that individuals have been provided notice in a reasonable fashion, typically through posting a notice on the clinic wall, where patients will be able to see and read it.

Policy Requirements:

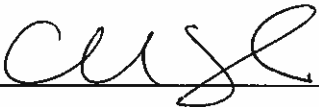
The provision of notice to individuals prior to collecting their personal information should include the following:

- The purpose for the collection;
- The legal authority for the collection; and
- The title, business address and business telephone number of an officer or employee of the healthcare body who can answer questions regarding the collection.

This policy only applies to situations where personal information is collected directly from the individual.

A recommended form is attached.

Approval and Effective Date:



Chad Fehr, CEO



Date

*Privacy of Personal Health Information
(SAMPLE NOTICE FORM)*

The NWT Health and Social Services Authorities collect your personal health information directly from you. Some examples of the information collected include your address, health card number, diagnosis, treatment, and personal health history.

Health and Social Services Authorities collect, use, disclose and retain your personal health information for the following purposes:

- Providing your medical care,*
- Maintaining a complete and accurate record of your healthcare services,*
- Administering billing processes for treatment and care*

Health and Social Services Authorities have the authority to collect your personal information under the Hospital Insurance and Health and Social Services Authorities Act and the Medical Care Act.

Health and Social Services Authorities may disclose your personal information in order to comply with other NWT and Government of Canada laws.

Records about your medical care may be in paper files or in computer systems. Our commitment is to follow practices that ensure the privacy and security of your personal information and comply with the Access to Information and Protection of Privacy Act.

You can obtain a copy of your health records or ask questions about our privacy practices by contacting:

*John Smith
Health Officer
Regional HSSA
123-456-78910
Fax
Email*