

Health Information Privacy in our Facility



PERSONAL HEALTH INFORMATION AND PRIVACY

Ontario has a law that protects your personal health information, including information about you at this facility. We are required to keep your personal health information safe and secure. You have the right to know how we may use and give it out and how you can get access to it.
Please ask to see our Brochure or Privacy Statement for more details on our privacy practices.

WHO CAN USE AND SEE YOUR PERSONAL HEALTH INFORMATION

Your personal health information must be kept private and secure.
You or a person who can legally make decisions for you about your personal health information can use and see it.
Your personal health information is shared among your doctors, nurses, care givers, and all other team members who provide care and assistance to you.

We may collect, use and give out your personal health information to others, as reasonably necessary to:

- provide you with health care and assistance, both within and outside our care facility;
- communicate or consult about your health care with your doctor(s) and other health care providers;
- get payment for your health care, including from OHIP and private insurance;
- do health system planning and research; and
- report as required or permitted by law.

There are certain other circumstances where we may be required to give out some of your personal health information. If you want to know more, please see our Brochure.

YOUR RIGHTS AND CHOICES

You or a person who can make decisions for you about your personal health information have the right:

- to see and get a copy of your personal health information;
- to ask us to make corrections to inaccurate or incomplete personal health information;
- to ask us not to give out your personal health information to other health care providers – we will not give out this information unless permitted or required by law to do so; and
- to be told if your personal health information is stolen, lost or improperly accessed.

There are certain exceptions to these rights; please see our Brochure for more information.

WHO YOU CAN TALK TO ABOUT YOUR DECISIONS

When you give us permission to use or give out your information, you may change your mind at any time.

However, sometimes the law permits or requires us to share your information without your permission. For more information please see our Brochure.

To make your choices, please speak to our Contact Person below.

FAMILY, FRIENDS AND CLERGY

Your family and friends can be told general information about you, such as your location in the facility and your health condition, unless you tell us not to give out this information.

If you give us information about your religion, we may give your name and location in the facility to a member of the clergy, unless you tell us not to do so.

FUNDRAISING AND MARKETING

Our facility relies on patient and community support for a part of our funding. **Unless you tell us not to do so, we or others such as our Foundation may use your name and address to contact you to ask for your support.**

Sometimes, because of your condition or the treatment you have received, we or others may contact you about special projects, or products or services that may help you. **We will ask you before using your personal health information for this purpose, and you have the right to tell us not to contact you.**

RESEARCH, EDUCATION AND PLANNING

We may be asked to give your personal health information to a research project. We will get your permission before we use or give out your personal health information for these projects. (There are also other types of research projects which do not require your consent; these must have safeguards in place to protect your privacy.)

We may use your personal health information without your consent for our own education, planning and management. We may also give out your personal health information to certain listed organizations for use in the planning and management of the health care system. Please see our Brochure for more details.

HOW TO REACH US

If you have questions or concerns about our privacy practices, please speak to our Contact Person:

Name: _____ Phone Number: _____