

## **SECTION 1 – Privacy**

### **1.01 Accountability for Personal Health Information (PHI)**

#### **Policy**

Taddle Creek Physicians will comply with the Personal Health Information Privacy Act, 2004 (PHIPA).

#### **Procedure**

1. A physician or physicians will be designated as the Privacy Contact Person(s) to comply with PHIPA at each clinic site.
2. This Privacy Contact Person(s) will be identified on the 'Statement of Information Practices'.
3. The Privacy Contact Person(s) will perform the following:
  - Ensure all agents (e.g. employees, FHT employees, volunteers, vendors) are informed of their legal duties under PHIPA
  - Respond to patient requests to access or to correct their PHI
  - Answer questions about Taddle Creek Physicians Information Practices
  - Respond to inquiries and complaints about possible violations of the law
  - Make assessments of information collected and how it is being used and disclosed
  - Conduct privacy impact assessments and privacy audits
  - Develop/revise privacy/security policies, procedures and tools.
4. Taddle Creek Physicians will inform our patients, health care professionals and staff who the Privacy Contact Person(s) is by noting in the person in the 'Statement of Information Practices' and posting the 'Statement of Information Practices' in all Taddle Creek Physicians clinics.
5. Taddle Creek Physicians will designate a new Privacy Contact Person(s) as required in order to comply with PHIPA.

Approved By:           Executive  
Approved On:          June 2009  
To be Reviewed:      June 2010