



Venta Care Centre

POLICY AND PROCEDURE

DEPARTMENT: **PRIVACY AND CONFIDENTIALITY**

TITLE: **PRIVACY STATEMENT**

REVISION DATE:

PAGE: 1 of 3

EFFECTIVE DATE: JANUARY, 2018

APPROVED BY: *Dr. Peter Birzgalis*

PURPOSE

The purpose of this policy is to provide an easily accessible, clear and concise, plain language summary of Venta Care Centre's commitment to privacy and a summary of its privacy policies. The privacy statement is published on the Venta Care Centre external website.

WHO DOES THIS POLICY APPLY TO?

These policies apply to:

- (a) Venta Care Centre clinical and administrative staff, including contractors, students, and volunteers providing services on behalf of Venta Care Centre;
- (b) Information, in whatever form or medium (paper, digital, audio-visual, graphic) created or received in the course of carrying out the Venta Care Centre's mandated functions and activities; and
- (c) All facilities and equipment required to collect, manipulate, transport, transmit, or keep Venta Care Centre resident and staff personal and personal health information.

PRIVACY STATEMENT

Venta Care Centre maintains the confidentiality and privacy of individuals' personal, and health information while collecting, using and disclosing information in compliance with Alberta's access and privacy legislation: the *Personal Information Protection Act* (PIPA); the *Freedom of Information and Protection of Privacy Act* (FOIP); and the *Health Information Act* (HIA). Venta Care Centre supports the right of individuals or their authorized representatives to access, and request corrections to their personal and health information, subject to any specific restrictions in the legislation.

Venta Care Centre utilizes a Legal Privacy Consultant to establish proper protocol with all privacy legislations within the Province of Alberta. At present, any issues regarding privacy and confidentiality will be directed to the Privacy Officer and Senior Management of Venta Care Centre.

Venta Care Centre will collect, use, and disclose personal and health information in a manner that complies with the applicable access and privacy legislation, or Venta Care Centre's established policies.

The Venta Care Centre web site may collect personal or health information when you voluntarily complete any online application, request form, or survey. Personal or health information collected will only be used for the stated purposes. Information is collected pursuant to Sections 7-15 of PIPA, Section 33 of FOIP and Sections 18-24 of HIA, as applicable.

Any information collected such as the visitor's Internet Protocol address, web browser and pages accessed is used internally by Venta Care Centre in an aggregate form, to help us manage and improve the content and to diagnose technical problems of our website to better serve you.

If you have any questions about our privacy policies and practices, please email our Privacy Officer, Kimberly Becker, at kbecker@ventacarecentre.com or write to Privacy Officer or designate at: 13525-102 Street, Edmonton, AB T5E 4K3.

DEFINITIONS

Affiliates: includes all employees, volunteers, students, and persons contracted to provide services for custodians.

Breach: an unauthorized disclosure, use, destruction, loss, removal, modification, or interruption in the availability of information. A breach may be accidental or the result of a deliberate act.

Custodian includes the following:

- Regulated health professionals paid through the Alberta Health Care Insurance Plan, including physicians, chiropractors, dental surgeons, dental mechanics, opticians, optometrists, podiatrists and osteopaths
- Licensed pharmacists and pharmacies
- Regional Health Authorities (RHAs), Alberta Mental Health Board and Alberta Cancer Board
- Other nursing homes and hospitals not owned by the above
- Community Health Councils and subsidiary health corporations of RHA's, Boards
- Minister and the Department of Health and Wellness
- Boards, committees, panels, councils or agencies established by any of the above

Collection: gathering, acquiring, receiving, or obtaining information.

Disclosure: releasing information to individuals or agencies external to Venta Care Centre (i.e. to non-affiliates).

Health Information: The *Health Information Act* (HIA) defines health information as:

Personal information created and received as part of the health services provided to an individual. There are three types of health information: (1) diagnostic, treatment and care information (2) registration information (including billing information), and (3) information about health providers, including contact, employment, and professional information. This *does not* include health information that is created and received for the purpose of a health assessment for fitness to work or to determine benefits or coverage in an employment setting, either for Venta Care Centre employees, or by referral from an employer.

Health information in which the identity of the individual who is the subject of the information cannot be readily ascertained from the information is considered *non-identifying health information*. Non-identifying health information can be collected, used, and disclosed for any purpose.

Note: (PIPA) does not apply to records that consist of “health information” as defined in the *Health Information Act* (except where this information is “personal employee information” used to establish, manage or terminate the relationship between the employer and employee).

Personal Information: As defined in the *Freedom of Information and Protection of Privacy Act* (FOIP), personal information means recorded information about an identifiable individual, including name, home address or telephone number; race, national or ethnic origin, color or religious or political beliefs or associations; age, sex, marital status or family status; identifying number, symbol or other particular, such as an employee number, or health care number; fingerprints, blood type or inheritable characteristics; health and health care history, including information about a physical or mental disability; educational, financial, employment or criminal history; anyone else’s opinion about the individual; the individual’s personal views or opinions, except if they are about someone else.

Under PIPA, "personal information" means information about an identifiable individual. PIPA does not apply to business contact information (name, position, business address, telephone number, or e-mail) when used to contact an individual in his / her capacity as an employee.

Record: Information in any form, including notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner for the purpose of completing a function or transaction on behalf of the organization. Does not include software or any mechanism that produces records.

Use: the internal use of information among Venta Care Centre facilities and programs

REFERENCES

Alberta *Health Information Act* (HIA)

Alberta *Freedom of Information and Protection of Privacy Act* (FOIP)

Alberta *Personal Information Protection Act* (PIPA)