

**BOARD OF DIRECTORS**

Health Sciences North / Horizon Santé-Nord

**ISSUED BY:** Board of Directors**AUTHORIZED BY:** Board of Directors**ISSUE DATE:** February 9, 2010**NUMBER:** III-6**REVISION DATE:** May 12, 2015**REVIEW DATE:** September 28, 2021**PAGE:** 1 of 1**CATEGORY:** Part III – Ensure Program Quality and Effectiveness**SUBJECT:** **PRIVACY AND SECURITY OF INFORMATION**

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Health Sciences North (HSN), in the course of carrying out its mandate, collects and handles highly confidential personal health information and personal information of its patients and their families, employees, physicians, volunteers, and students as well as business and corporate information.

In compliance with the *Public Hospitals Act*, the *Personal Health Information Protection Act*; and the *Freedom of Information and Protection of Privacy Act*, the Board of Directors recognizes the importance of respecting and ensuring the confidentiality of all patient and employee-related information. Every Director, officer, employee, physician, volunteer, agent, student, vendor and contractor of the Hospital will respect the confidentiality of matters brought before the Board, or before any Board committee.

Directors must adhere to the by-laws, policies and procedures regarding confidentiality of information. These policies, without limitation, include confidential information, release of Personal Health Information in any form, release of information to the media and personnel records.

The Chief Executive Officer (CEO) is responsible for ensuring the protection of the personal health information as well as personal information of patients and their families, staff, physicians, volunteers, and students, and all corporate and business information. The CEO will take all reasonable steps to ensure that such organizational policies are implemented consistent with legislative requirements and enable the Hospital to handle such information in a secure and confidential manner.

#### Privacy, Confidentiality and Public Reporting

HSN seeks to comply and adhere to all requirements for public reporting and transparency recommended by the Ontario government, through the Ministry of Health and Long-Term Care.

The Board of Directors will ensure that mechanisms are in place to report to the public on the performance of HSN in quality of care and patient and staff safety. All information will be released to the public in accordance with the related legislated provisions for the protection of the privacy and security of patients and their families, staff, physicians, volunteers and students.

#### **REFERENCES AND RELATED POLICIES**

*Public Hospitals Act*

*Personal Health Information Protection Act*

*Freedom of Information and Protection of Privacy Act*