



Halton Healthcare Services

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Protecting Your Privacy

On January 1st, 2004, the **Personal Information Protection and Electronic Documents Act (PIPEDA)** came into effect. This federal legislation requires everyone to communicate what personal information is being collected, and how it will be used, disclosed, and protected.

Your Privacy

We respect your privacy. Halton Healthcare Services considers all healthcare information that can be linked to an identifiable person as confidential. Clinical information collected in support of the treatment you receive at the HHS Hospitals will only be disclosed to authorized individuals involved in the provision of your care.

Your Circle of Care

Designated individuals who reside within a "circle of care" and require access to your clinical information to deliver treatment may include:

- all physicians involved in your care
- nurses and allied health professionals (i.e. dietitians, physiotherapists, discharge planners).
- technologists in diagnostic departments (i.e. laboratory, radiology, cardiology)
- clerical/administrative staff responsible for capturing, coding, filing, retrieving and otherwise managing medical records

Our Safeguards

Maintaining the confidentiality of your information is very important to us. HHS uses a combination of physical, procedural and technology-based safeguards, which are reviewed and audited regularly, to ensure your health information can and is only be accessed by authorized persons.

Release of Non-Clinical Information

Outside the "circle of care" non-clinical information about your visit (i.e. your name, address and location within the hospital) may be released in order to:

- assist visiting family and friends to locate you
- conduct fundraising campaigns through the hospital's respective fundraising foundations
- conduct patient satisfaction surveys which allow us to monitor and improve the quality of our services

If you wish to be excluded from fundraising initiatives or satisfaction surveys, please notify the clerical staff when you register to ensure you are not included on mailing lists created for these purposes.

If you wish your presence at our hospitals to be concealed, please notify the clerical staff when you register to ensure only those within the "circle of care" will be aware that you are receiving treatment.

If you have any questions or concerns, please contact the HHS Privacy Officer, Marci MacDonald, by calling 905-878-2383, ext. 6711.