



	<b>Policy/Procedure Name:</b>	<b>Privacy, Confidentiality, and Security of Information</b>
<b>Manual:</b> Governance	<b>Number:</b>	
<b>Section:</b> Financial and Organizational Viability	<b>Effective Date:</b>	09 JUN 2022
<b>Pages:</b> 1 of 2	<b>Revision Date:</b>	

**Scope**

The policy pertains to the Board of Directors for Muskoka Algonquin Healthcare (MAHC).

**Policy**

In accordance with the Corporate By-law, every Director, officer, Credentialed Staff member, Committee Appointee Member, employee, and agent of the Corporation will respect the confidentiality of matters:

- brought before the Board;
- brought before any Committee;
- dealt with in the course of the employee's employment or agent's activities; or
- dealt with in the course of the Credentialed Staff member's activities in connection with the Corporation.

In compliance with the *Public Hospitals Act*, the Board recognizes the importance of respecting and ensuring the confidentiality of all patient and employee-related information.

All Directors and Committee Appointee Members must adhere to the By-laws and policies and procedures on privacy, security, and confidentiality of information including, without limitation, confidential information, release of patient information, release of information to the media, and personnel records.

The President and Chief Executive Officer is responsible for ensuring the protection of the personal information of patients and their families, Credentialed Staff members, employees, volunteers and students, and all corporate and business information. The President and Chief Executive Officer will take reasonable steps to ensure that such organizational policies are implemented consistent with legal requirements and enable the Corporation to handle such information in a secure and confidential manner.

**Cross Reference**

MAHC Corporate By-Law

**Notes**

<b>Last Reviewed Date:</b> 06/10/2022 00:00:00	<b>Signing Authority:</b> Board of Directors
<b>Next Review Date:</b> 06/10/2025 00:00:00	<b>Version:</b> 1.0
<b>Disclaimer Message:</b> A printed copy of this document may not reflect the current, electronic version in the MAHC Document Management System (DMS). Any copies of this document appearing in paper form should always be checked against electronic version prior to use.	
<b>Date/Time Generated:</b> Jun 10, 2022 10:00	<b>Generated By:</b> MAHC\tammy.tkachuk



<b>Manual:</b> Governance	<b>Policy/Procedure Name:</b> Privacy, Confidentiality, and Security of Information
<b>Section:</b> Financial and Organizational Viability	<b>Number:</b>
<b>Pages:</b> 2 of 2	<b>Effective Date:</b> 09 JUN 2022
	<b>Revision Date:</b>

This material has been prepared solely for the use at Muskoka Algonquin Healthcare. Muskoka Algonquin Healthcare accepts no responsibility for the use of this material by any person or organization not associated with Muskoka Algonquin Healthcare. No part of this document may be reproduced in any form for publication without permission of Muskoka Algonquin Healthcare.

**References / Relevant Legislation**

Public Hospitals Act, R.S.O. 1990, c. P.40 (<https://www.ontario.ca/laws/statute/90p40>)

<b>Last Reviewed Date:</b> 06/10/2022 00:00:00	<b>Signing Authority:</b> Board of Directors
<b>Next Review Date:</b> 06/10/2025 00:00:00	<b>Version:</b> 1.0
<b>Disclaimer Message:</b> A printed copy of this document may not reflect the current, electronic version in the MAHC Document Management System (DMS). Any copies of this document appearing in paper form should always be checked against electronic version prior to use.	
<b>Date/Time Generated:</b> Jun 10, 2022 10:00	<b>Generated By:</b> MAHC\tammy.tkachuk