

Policy/Procedure Name:	Privacy, Confidentiality, and Security of Information
Manual: Governance	Number:
Section: Financial and Organizational Viability	Effective Date: 09 JUN 2022
Pages: 1 of 2	Revision Date: 13 FEB 2025

Scope

The policy pertains to all Board of Directors, Officers, Credentialed Staff, Committee Appointee Members, employees, midwives, students, volunteers (Patient Family Advisory Council, Hospital Auxiliary) at 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 hospital 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
MAHC Privacy Policy
MAHC Privacy of Information and Data Security Policy

Notes

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References / Relevant Legislation

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

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