

If you have questions or concerns about our information practices, please contact our Privacy Officer:

705-674-2846 ext. 2029
privacy@sjsudbury.com

If we have been unable to address your concerns and you would like to make a complaint, contact:

Information and Privacy Commission-
er/Ontario
2 Bloor St. East Suite 1400
Toronto, ON M4W 1A8
1-800-387-0073
www.ipc.on.ca



Statement of Information Practices

What is Personal Health Information?

Personal health information is any verbal, written or electronic information about you, your health or health care history. It includes your name, date of birth, address, phone number and health card number. It may also include assessments of your health service needs, test results, notes about your treatment and care and other personal and/or family information.

Why we need your personal health information

We use and disclose your information to:

- Make sure you get the care and treatment you need
- Get payment for your treatment and care
- Improve our programs and services
- Support our educational activities
- Conduct research
- Meet legal and regulatory requirements

How we collect your personal health information

We collect your personal health information directly from you or from a person acting on your behalf. With your consent, or if the law permits, we may also collect personal health information about you from other sources.

How we protect your privacy

We have policies, procedures and security systems which protect your personal health information from theft, loss, and unauthorized access, copying, modification, use, disclosure and disposal.

We teach our staff about your privacy rights and their responsibilities under the *Personal Health Information Protection Act*.

You have the right to:

- See and get a copy of your personal health information (a fee may apply)
- Ask us to make corrections to personal health information you feel is inaccurate or incomplete.
- Be told if your information is lost, stolen or improperly accessed.
- Withdraw consent around how we use or share your information with others.

Note: There are certain exceptions to these rights. For details, please read the “*Your Health Information and Your Privacy*” brochure located in the reception area or contact the Privacy Officer.

You can choose whether we share:

- Your contact information and location within the facility with visitors or callers.
- Your name and location within the facility with clergy (if you have given us information about your religion).
- Your name and contact information with St. Joseph’s Foundation of Sudbury so that they may fundraise to improve our facilities, services and programs.
- Your health assessment information with other health service providers who will provide you with support now and in the future.

Who can see and use your personal health information

Your personal health information is shared on a need-to-know basis among the team members who provide health care and assistance to you.

With your consent, we will also share your personal health information with other specific people, for example, family members or other health service providers.