

## **Privacy and Access to Information**

### **Purpose:**

This Privacy and Access to Information statement outlines rules the Stanton Territorial Hospital Foundation's (STHF) uses to collect, use, disclose and protect personal information of directors, officers, staff, volunteers, others with whom the STHF both interacts and does business, and members of the general public (who have given the STHF their personal information).

The policy is based on 10 privacy principles found in the Canadian Standards Association Model Code for the Protection of Personal Information.

### **Directives:**

#### 1. Accountability for personal information:

- STHF is responsible for the information, most particularly personal information, under its control.
- Each person who works for the STHF, whether it is staff, volunteers or Board members, has the responsibility to comply with the STHF's Privacy Policy.
- Each person named above is expected to take personal responsibility for monitoring and addressing any condition that may threaten the confidentiality of personal information, reporting possible problems and improvements in information confidentiality, and helping solve problems and implementing improvements.

#### 2. Identifying purposes for the collection of personal information:

- When collecting personal information, the STHF will identify the purpose for which personal information is being collected.
- The personal information will only be used for the agreed upon purpose and will only be used by those needing to know in order to fulfill that purpose.
- If the collected data is going to be used for another purpose not previously identified, this other purpose must be identified to the individual before use.

3. Obtaining consent:

- The knowledge and consent of the individual is required for the collection, use, or disclosure of personal information, unless such information is required by law.

4. Limiting collection of personal information:

- The STHF limits its collection of personal information to that which is necessary for the purposes identified.
- Anyone collecting information on behalf of the STHF must be able to provide an appropriate explanation to the individual about the purpose of collection.
- The STHF does not collect personal health information unless the individual willingly discloses it.

5. Limiting use, disclosure and retention:

- Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the person or as required by law.
- The STHF does not rent, trade or sell any personal information to third parties.

6. Ensuring accuracy of personal information:

- The STHF ensures personal information is accurate, complete and as up-to-date as necessary for the purposes for which it is to be used.
- Individuals may modify or change their personal information previously provided to the STHF by contacting the STHF at: The Stanton Territorial Hospital Foundation, #102 5204 50<sup>th</sup> Avenue, Yellowknife, NT, X1A 1E2.

7. Safeguarding personal information:

- Personal information access will be audited from time to time to ensure actual access confirms to authorize access.

- Methods of protection will include:
    - Physical measure (locking cabinets, storage and restricted access to offices);
    - Organizational measures (limited access to information on a "need to know in order to accomplish the purpose" basis); and
    - Technological measures (use of passwords).
  - Care is used in the disposal or destruction of personal information, to prevent unauthorized parties from gaining access to the information.
8. Openness concerning policies and practices:
- STHF will make available information relating to management of personal information. This information can be accessed online or a printed copy can be obtained from the STHF office.
9. Access to personal information:
- Each individual has the right to view his/her records, except if doing so would disclose personal data of another individual
  - The individual may revise his/her own records, provided the original record remains available for reference.
  - Upon request, the STHF will inform an individual whether or not it holds personal information about that individual
  - An individual may be required to provide sufficient personal information to permit the STHF to provide information to the individual. This information provided will only be used for this purpose.
  - If an individual successfully demonstrates the inaccuracy or incompleteness of personal information, the STHF will amend the information as required.
10. Challenging compliance:
- A challenge concerning compliance with the above principles should be made to the Executive Director of the STHF, (867) 669-7289.
11. STHF shall comply with *Personal Information Protection and Electronic Documents Act* or other such privacy regulations which may be mandated by the Canadian government from time to time.



**POLICY**  
**Stanton Territorial Hospital Foundation**  
**Privacy and Access to Information**

Anyone who works with the STHF has an obligation to ensure confidentiality of personal information is preserved at all times. If there is a violation of the agreement, disciplinary action, up to and including termination of employment or association with the STHF may be taken.