



Manual	General Manual	POLICY
Distribution	Organization Wide	
Section	Administration	
Recommended by	Privacy Officer <i>ABW</i>	
Approved by	Privacy Officer	
Date	Original: 1992/01	ID Number: PRI - 06
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CONFIDENTIALITY OF HEALTH INFORMATION

Client information is given to us in trust. It is extremely important that the information remains confidential. Not only is it important that information not circulate outside of the hospital in an unauthorized manner, but also that it should not pass from staff to staff for reasons other than appropriate staff consultations.

All health information related to an identified individual must be treated as confidential. This information may be written, verbal, or other form.

Health information shall be accessed or released only for –

1. **Direct care use** – when requested by a health care practitioner or health care facility responsible for direct care of the individual
2. **Individual use** – when authorized by the individual or his legally authorized representative
3. **Secondary use** – when requested by properly authorized persons or agencies
4. **Legal use** – when required by law

All employees will be educated with regards to maintaining confidentiality of information.