



## NOTICE OF HEALTH INFORMATION PRACTICES

This notice describes how information about your child may be used and disclosed and how you can get access to this information.

### Collection of Personal Health Information

We collect personal health information about your child directly from you or from the person acting on your child's behalf. The personal health information that we collect may include, for example, your child's date of birth, address, health history and records of visits to KidsAbility. In these instances, written notes are made which contain a description of the contact, any treatment provided and a plan for future care or treatment. Occasionally, we collect personal health information about your child from other sources if we have obtained your consent to do so or if the law permits.

This personal health information, often referred to as your child's health or medical record, serves as a:

- Basis for planning your child's care and treatment.
- Means of communication among the team members who contribute to your child's care.
- Legal document describing the care your child received.
- A source of data for compilation of statistics;
- A source of data for clinical research.
- A source of data for facility planning and in-Centre fundraising activities.
- A tool with which we can assess and continually work to improve the care we provide and the outcomes we achieve.
- A source of data to comply with legal and regulatory requirements and other purposes permitted or required under law.

Understanding what is in your child's health record and how the information is used helps you to:

- Ensure its accuracy.
- Better understand who, what, when, where and why others may access your child's health record.
- Make more informed decisions when authorizing disclosure to others.

### Your Health Information Rights

Although your child's health record is the physical property of KidsAbility, the information belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your child's information.
- Request access to and copies of your child's health record.
- Amend your child's health record.
- Obtain an accounting of disclosures of your child's health information.

**Unless instructed otherwise**, KidsAbility assumes consent to collect, use and disclose personal health information to other health care professionals involved with your child.

### Our Responsibilities

KidsAbility is required to:

- Take steps to protect your child's personal health information from theft, loss and unauthorized access and notify you if a privacy breach has occurred.
- At your request, provide you with our Policies regarding Privacy Practices with respect to information we collect, use, disclose and retain about your child.
- Notify you if we are unable to agree to a requested restriction or amendment to your child's health record.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will post a revised notice on the website and at all KidsAbility locations. We will not use or disclose your child's health information without your authorization, except as described in this notice.

### **Examples of Disclosure**

**Treatment** – Information obtained by clinicians or any other member of your child's treating team will be recorded either in the working file or main health record and will be used to determine the course of treatment best suited to your child's needs. As well, reports from other caregivers and facilities are maintained on the health record. All members of the treating team have access to this information. Information may be released verbally, electronically or in written format.

**Quality Improvement** – KidsAbility staff may use information in your child's health record to assess the care and outcomes in your child's case. This information will then be used in an effort to continually monitor and improve the quality and effectiveness of the services we provide.

**Communication** – Unless you instruct otherwise, you may receive notice of activities and/or services that could be of interest to you and/or your child.

Fundraising – **Unless you instruct otherwise**, you may be solicited by KidsAbility Charitable Foundation.

**Public Health/Legal Authorities** – As required by law, we may disclose your child's health information to public health or legal authorities charged with preventing or controlling disease, injury or disability or in response to a valid subpoena.

**Research** – We may disclose information to researchers when their research has been approved by the Centre's Research and Ethics Committee who have reviewed the research proposal and established protocols to ensure the privacy of your child's health information.

**Accreditation** – Personal health information may be released to a person conducting an audit or reviewing an application for accreditation. Records containing personal health information will not be removed from the Centre when an audit or accreditation is being performed.

Other uses and disclosures will be made only with your written or verbal authorization. This authorization may be revoked at any time. Once authorized information is released, it is not protected by KidsAbility policies.

### **For More Information or to Report a Problem**

If you have questions, would like additional information, or have a concern about our privacy practices you may contact the Centre's appointed Privacy Information Officer, at 519-621-7580 or the Coordinator of Health Records at 519-886-8886 ext. #214.

You also have the right to complain to the Information and Privacy Commissioner/ Ontario. The Commissioner can be reached at 416-326-3333, toll free at 1-800-387-0073 or the website [www.ipc.on.ca](http://www.ipc.on.ca).

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