



PRIVACY STATEMENT

for protection of Personal Health Information

Collection of Personal Health Information

KidsAbility provides a range of services for children and youth with physical and/or developmental disabilities. Personal health information (PHI) is collected about your child directly from you or from the person acting on your child's behalf. The PHI that we collect may include, for example, your child's date of birth, address, health history and records of visits to KidsAbility or service at home or in the community. The care, service or treatment that was received during those visits is documented or recorded and becomes part of the PHI record. Most of this information is contained within an electronic system. Occasionally, we collect PHI about your child from other sources if we have obtained your consent to do so or if the law permits.

Use and Disclosures of Personal Health Information (PHI)

We use and disclose PHI to:

- Assess, treat and provide care,
- Compile statistics,
- Plan, administer and manage our internal operations,
- Conduct risk management activities,
- Legal document describing the care your child received,
- Conduct quality improvement activities (such as client satisfaction surveys),
- Teach students in training,
- Conduct research,
- Respond to legal and regulatory requirements,
- Fulfill other purposes permitted or required by law,
- Fundraising to improve our healthcare services and programs; unless you instruct otherwise, you may be solicited by KidsAbility Charitable Foundation.

Client Choices

- Clients or their designated caregivers may access their PHI records.
- Clients have the right to withhold information from being collected or entered on to their record.
- Clients may withdraw consent for some or all of the above uses and disclosures by contacting KidsAbility (subject to legal exceptions).
- Clients may request a correction to the electronic health record (EHR).

Privacy Practices and Expectations

- KidsAbility takes steps to protect all PHI from theft, loss and unauthorized access, copying, modification, use, disclosure and disposal.

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- We conduct audits and complete investigations to monitor and manage our privacy compliance.
- KidsAbility takes steps to ensure that everyone who performs services for us (such as contracted consultants, partners) protect privacy and only use PHI for the purposes the client has consented to.
- KidsAbility's Privacy Policy is designed to meet the standards of the Ontario Personal Health Information Act (PHIPA) and requirements of the Regulated Health Professions Act (RHPA).
- KidsAbility has confidentiality and privacy policies that require all staff to comply with legislative requirements regarding the protection of privacy or PHI.
- All KidsAbility Job Descriptions define expectations for protecting privacy.
- All KidsAbility staff is required to sign a Confidentiality Agreement with KidsAbility on an annual basis.

How to Contact Us:

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 or the Coordinator of Health Records.

Privacy Officer

KidsAbility, Centre for Child Development
500 Hallmark Dr., Waterloo ON N2K 3P5
519-886-8886, toll free at 1-888-372-2259
Website www.kidsability.ca ; info@kidsability.ca

Complaints:

You also have the right to complain to the Information and Privacy Commissioner/ Ontario if you think we have violated your rights. The Commissioner can be reached at:

Information and Privacy Commissioner/ Ontario

1400-2 Bloor St East, Toronto ON M4W 1A8
416-326-3333, toll free at 1-800-387-0073
website www.ipc.on.ca ; info@ipc.on.ca