



## **CONFIDENTIALITY OF PROTECTED PERSONAL HEALTH INFORMATION**

### **PURPOSE:**

To ensure that personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to LifeStream. To also ensure that personal health information is protected during its collection, use, disclosure, storage and destruction within LifeStream.

### **CONTENT:**

1. All LifeStream employees and persons associated with LifeStream are responsible for protecting the security of all personal health information (oral or recorded in any form) that is obtained, handled, learned, heard or viewed in the course of their work or association with LifeStream.
2. Personal health information shall be protected during its collection, use, storage and destruction within LifeStream.
3. Use or disclosure of personal health information is acceptable only in the discharge of one's responsibilities and duties (including reporting duties imposed by legislation) and based on the need to know. Discussion regarding personal health information should not take place in the presence of persons not entitled to such information or in public places (elevators, cafeteria, off premises, etc.)
4. Unauthorized use or disclosure of confidential information will result in a disciplinary response up to and including termination of employment or contract.
5. All employees of LifeStream, as a condition of employment or association, are required to sign confirming that they have read and understand this policy.