



Family Health Team



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Confidentiality Agreement

Note: We refer throughout to the Village Family Health Team (VFHT) and staff and agents– but this policy applies to all Queen West Family Health Organization (FHO) members and staff equally. The FHO is the health information custodian for purposes of the Personal Health Information Protection Act (PHIPA), and VFHT acts as the FHO’s agent for purposes of PHIPA.

Confidential information about the VFHT and FHO, its patients, suppliers or employees should not be divulged to anyone other than persons who are authorized to receive such information. This policy applies to all FHT and FHO employees, temporary employees, volunteers, students and contractors. When in doubt as to whether certain information is confidential, seek management approval before disclosing it to anyone. All media questions should be referred to the Executive Director or Board Chair.

Confidential information obtained as a result of employment or association with the FHT may not be used for furthering any private enterprise, or as a means of making personal gains. This includes holding confidential any and all personal health information as contemplated under PHIPA. As an agent of the FHT, you may only collect, use and disclose personal health information for purposes related to your role in the FHT. You will also alert the FHT immediately of any theft, loss or unauthorized access to records of personal health information. Use or disclosure of such information can result in civil or criminal penalties; it may result in discipline up to and including termination of employment, or restrictions on or end to your association with the organization. .

The FHT’s reputation depends on the maturity and loyalty of each employee to keep confidential any information learned as a result of your role here..

I _____, have read and understand the breach of duty regarding confidential information is a serious matter and may result in the consequences described above.

Signature of employee/contractor

Date

Executive Director or Board President