

CONFIDENTIALITY FORM

As an observer/guest/learner/contracted employee with South East Toronto Family Health Team (SETFHT), you will be expected to follow the same rules and regulations as the employees of the Family Health Team:

Confidentiality and Personal Health Information:

You shall not disclose or use either during or after your time with the FHT any secret or confidential information, or information which in good faith and good conscience ought to be treated as confidential relating to the FHT, its patients, physicians, employees or partners without the prior written consent of the FHT.

You acknowledge that you will acquire information about certain matters which are confidential to the FHT and to its patients. This confidential information may include, but is not limited to information on patients, employees, contractors, students and others or business/financial information in a variety of forms (e.g., written, electronic, oral, overheard or observed). All confidential information remains the property of the FHT. You acknowledge that such information could be used to the detriment of the FHT and therefore you shall not disclose such information in any manner, directly or indirectly, to any person without the prior written consent of the Company.

You acknowledge that you are bound to follow and respect the FHT's privacy rules and that you may obtain clarification of those rules from SETFHT's Privacy Officer (Executive Director). The FHT is subject to the *Personal Health Information Protection Act, 2004*. Therefore, with regard to personal health information (PHI) about patients/clients of the FHT, you specifically agree to the following:

1. You will not collect, use or disclose PHI except as may be permitted or required by your employment relationship with the FHT.
2. You will keep any PHI you have access to in strict confidence.
3. You will only access PHI on a need-to-know basis – that is, as required to perform your employment duties.
4. You will not remove any recorded PHI from FHT's premises.
5. You will use appropriate safeguards to prevent unauthorized use or disclosure of PHI.
6. You will immediately report to Kavita Mehta, Executive Director & Chief Privacy Officer, any suspected loss or theft or unauthorized use or disclosure of PHI of which you become aware.
7. You understand that this commitment to privacy and the protection of PHI continues indefinitely and extends beyond the term of your employment with the FHT.

Additionally, please note:

- Under no circumstances is the business or medical affairs of our patients, or SETFHT as an organization, to be discussed with any outside party;
- In handling information within the Family Health Team, care should be taken when relaying information concerning patients to other staff members. Handle these details in a professional and ethical manner so there is no cause for embarrassment to the patient;
- Do not examine patient records in the presence of other patients nor leave them displayed where other might read them. As a patient's history is the property of SETFHT, under **NO** circumstances are patients to have access to their own or other histories without the direction of their primary healthcare provider;

- No attempt shall be made to answer any questions a patient might ask with regards to a diagnosis. Reference should always be made to the appropriate physician or health care professional; and
- All observes/guests are expected to meet the standards required under the code of Ethics and Practices established by the Professional Associations directly related to their profession.

With regards to information technology:

- Under no circumstances should you communicate or reply via email with the patients of the clinic;
- The Internet and emails are for SETFHT business ONLY - it is not for personal use;
- Never give out your work email address to persons other than those who you know and that we work with. This will prevent the proliferation of unwanted emails or spam;
- Users are prohibited from accessing or transmitting any pornographic, vulgar, obscene, threatening, harmful, abusive, harassing, defamatory, libellous, profane, hateful, racially, ethnically or otherwise objectionable material or any material which violates SETFHT policies and/or federal or provincial laws;
- Information obtained from the Internet must comply with copyright restrictions in accordance with the publisher or vendor;
- Files downloaded from the Internet or Email must be scanned for viruses before being introduced onto SETFHT network; and
- Everyone is to refrain from using the Internet for personal use during work hours, including visits to sites like Facebook, YouTube, MySpace or other inappropriate sites.

You understand that if you violate this agreement, you may be subject to adverse action up to and including termination of your employment/termination of your working relationship with SETFHT and you may be subject to other penalties.

If you agree to the above terms please sign below:

Name (please print): _____

Signature: _____

Date: _____

Witness: _____

Date: _____

Thank you and enjoy your time with the South East Toronto Family Health Team!