

# HAILEYBURY FAMILY HEALTH TEAM

## Privacy Plan

Haileybury Family Health Team has taken every measure to comply with the Personal Health Information Protection Act (2004). To demonstrate its commitment to creating a privacy-sensitive culture, Haileybury Family Health Team will:

- provide privacy education sessions to team members (contract and employees) and other agents, as required.
- assess the need for new privacy policies and procedures, and develop as required.
- review existing privacy policies and procedures regularly, and revise as needed.
- ensure that all forms created are linked with a relevant policy or procedure, and are approved.
- conduct periodic audits to ensure compliance with protocols.
- ensure that all documents containing personal health information are retained in a secure manner and destroyed as per policy.
- post Statement of Privacy Practices throughout both locations.
- abide by posted Statement of Privacy Practices.
- ensure that all patients have been informed of privacy practices through the Patient Information manual, Statement of Privacy Practices and the *Protecting Your Privacy* handout
- have patients sign Consent for Release of Patient Information as indicated.
- have team members (contract and employees), students, custodians and locum physicians sign Pledge of Confidentiality.