

## Your Privacy is Important to Us

### Canada's Personal Information and Electronics Documents Act

#### What this means to you -

This is a legislated Act that organizations must obtain an individual's consent when they collect, use or disclose the individual's personal information. The full effect of the Act took place January 1, 2004. An individual has the right to access their information and challenge the accuracy of the information, if need be.

Personal information can only be used for the purposes for which it was collected. If an organization is going to use the information for another purpose, consent must be obtained again.

You will be asked to sign a consent when you first come to the WECHC. This consent allows us to share your health information between your care providers. Any consent for treatment or procedures will have a separate consent signed.

#### The Centre is Responsible to

- Take steps to keep your information safe and secure and to protect it from theft, loss and unauthorized access, copying, modification, use, disclosure and disposal.
- Conduct audits and complete investigations to monitor and manage our privacy compliance.
- Take steps to ensure that everyone who performs services for us protects your privacy and only uses your personal health information for the purposes you have consented to.
- Get your permission before we give your personal health information to others when your consent is required.
- Inform you if your personal health information is stolen, lost or improperly accessed.

#### How to Contact Us

Our Privacy Officer is **Lynn Thomson**. For more information about our privacy protection practices, or to raise a concern you have with our practices, contact us at 519-253-8481 ext 246 or email: [privacyofficer@wechc.org](mailto:privacyofficer@wechc.org)