

Policy name: Privacy and Confidentiality
Policy category and number: Administration
Developed by: NLCHP Council
Approval by Council: NLCHP Council
Date: August 23, 2012

Overview of policy: The Newfoundland and Labrador Council of Health Professionals (Council) will require individuals applying for registration in the province to provide personal information as part of the registration and renewal of registration process. Members of the Council as well as staff and individuals engaged in Council activities sign an oath of confidentiality. The Council develops policies for the collection, use, access, sharing and destruction of personal information. The information collected as part of the registration process is for Council use and will be utilized for several purposes inclusive of registration, renewal, discipline and quality assurance or other purposes as required by law. Personal information is defined in the *Access to Information and Protection of Privacy Act* (ATIPPA). Council has developed policies with respect to record management that outline security practice to safeguard personal information.

Policy: Personal information collected shall be limited to that which is necessary to carry out the Council roles and responsibilities. Personal information should be accurate and complete.

Employees, contractors, and individuals who are engaged in fulfilling the mandate of Council must ensure that information that they become aware of as a result of their interaction with or on behalf of Council is kept private and confidential.

Employees, contractors, Council and individuals who are engaged in fulfilling the mandate of Council must sign an oath of confidentiality.

Procedure:

1. The Council identifies the purpose for which information is to be used prior to request for personal information. The information collected shall be limited to that which is necessary for the identified purpose.
2. Consent is required of the individual for the collection, use or disclosure of personal information.
3. Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.
4. Personal information shall be accurate, complete and up to date as is necessary for the purpose for which it is to be used.
5. Individuals may access their personal file in accordance with the policy on records management. An individual can challenge the accuracy and completeness of the information in their personal file and have it amended as appropriate.
6. Persons engaged in activities of the Council must sign an oath of confidentiality prior to engagement in Council activities. See Schedule A. Signed Oath of confidentiality forms will be maintained at the Council office.

References:

ATIPPA

Policy History:

Original Policy

Schedule A

Oath of Confidentiality

I affirm that I will faithfully, truly and impartially to the best of my knowledge, skill and ability and in the best interest of the public execute and perform my duties as an employee, a member of a committee or a member of a disciplinary panel of the Newfoundland and Labrador Council of Health Professionals, and that I will not, except in the discharge of my duties as member of committee or member of a disciplinary panel or as required by law, disclose to a person any information or any other matter that I become aware of in carrying out my duties and responsibilities.

Name _____

(Please print)

Signed _____

Witness _____

Date _____