

## PRIVACY STATEMENT

The Special Needs Resourcing (SNR) Collaborative ensures your child's personal health information remains confidential, according to Federal and Provincial legislation. This includes the Ontario Health Care Consent Act, Personal Health Information Protection Act, 2004 (PHIPA), the Personal Information Protection and Electronic Documents Act (PIPEDA), the Canadian Human Rights Code, the Child and Family Services Act and the respective Colleges' regulations, code of ethics and standards of practice.

Each time staff members work with your child, written notes are made. This information helps us with our work. These notes tell what happened during the visit, any treatment provided and a plan for future care or treatment. You will receive copies of reports done by members of the SNR Collaborative.

### You have the right to:

- Restrict the use and sharing of your child's information
- Request access and copies of your child's health record/file
- Cancel your approval to use and share your child's information

### Our Responsibilities:

- Maintain the privacy of your child's health/file information
- Notify you if we are unable to agree to a requested restriction
- Accommodate reasonable requests you may have to communicate health/file information by alternative means or at alternative locations

### Confidentiality Exceptions:

As required by law, staff must report all incidents of suspected child abuse to Family and Children's Services. As required by law, the Centre must comply when the courts legally request client information through a subpoena/court order.

### Specific to KidsAbility:

eCHN The Electronic Child Health Network is founded on the principle that up-to-date, accurate and comprehensive information is vital to timely decision making. The key objective is to improve the quality of care delivered to our children by medical professionals throughout Ontario. KidsAbility therapists are registered eCHN users so they may access reports and records from other service providers in the 'circle of care' (for example, Sick Children's Hospital, London Health Sciences, Hamilton Health Sciences).

### Specific to KW Habilitation:

KW Habilitation takes notes and updates files each time they visit a program or child using EMHware. EMHware will maintain privacy, confidentiality and security policies in accordance with Canadian and Ontario laws. This will include but is not limited to: Health Insurance Portability and Accountability Act (HIPAA), and the Personal Information Protection and Electronic Documents Act (PIPEDA).

EMHware will notify KW Habilitation immediately after EMHware becomes aware of any unauthorized access, use, copying, disclosure or theft of any personal information from KW HAB, its staff, clients, consultants and volunteers by EMHware or any of its agents or subcontractors.

Full details on the SNR Collaborative's commitment to Privacy and Ethics can be found online: