

**TORONTO METROPOLITAN UNIVERSITY
Medical Centre**

Privacy Statement

Toronto Metropolitan University protects the privacy of your Personal Health Information in accordance with the *Personal Health Information Protection Act* ("PHIPA") and all other applicable privacy legislation, including the *Freedom of Information and Protection of Privacy Act* ("FIPPA").

What is Personal Health Information and what is Personal Information?

Under PHIPA, Personal Health Information includes identifying information related to: physical or mental health of the individual; health history of the individual's family, relates to the providing of health care to the individual, including the identification of a person as a provider of health care to the individual; payments or eligibility for health care in respect of the individual; the donation by the individual of any body part or bodily substance of the individual; health number or the identify of an individual's substitute decision-maker.

Under FIPPA, Personal Information means any factual or subjective information about an identifiable individual. Such information includes the individual's name, address, sex, age, education, medical or employment history, student number, employee number, relationship status, personal opinions of, or about, the individual.

For what purposes are Personal Health Information and/or Personal Information collected and used?

We collect Personal Health Information and/or Personal Information for the following purposes:

- Providing assessments, counselling, treatment, referral and/or consultation services as requested by patients.
- Consulting, when necessary, with other professionals in the Centre regarding services to a client.
- Establishing and maintaining communication with patients.
- Establishing and maintaining communication, and receiving and disclosing information with third parties for which we have received written consent from the patient and making referral appointments.
- Complying with legal and/or professional requirements for information gathering.
- Compiling information and statistics for internal use, or as aggregate data in research projects approved by the relevant ethics boards, as appropriate.
- Compiling information for internal use (e.g. statistical summaries for annual reports or for third parties with whom the patient has agreed to the disclosure of information).

Will my Personal Health Information or Personal Information ever be shared?

Your Personal Health Information and/or Personal Information may be shared with healthcare professionals involved in your care; individuals that you identify as contacts, such as family members and other persons permitted by law. We are required by law to disclose Personal Health Information or Personal Information in certain circumstances such as:

1. If a professional member of staff has a reasonable suspicion that a child (presently under the age of sixteen) has been or is being physically, sexually or emotionally abused or neglected. We are required to disclose this to the Children's Aid Society.
2. In an emergency situation, including but not limited to if a patient presents as a danger of violence to others or is likely to harm himself or herself unless protective measures are taken. Such measure may require sharing information with Ryerson University's Assessment of Behavioural Risk Team or notifying the proper authorities.
3. If a patient reveals that he or she has been sexually abused by a healthcare provider who is practicing under the scope of the Regulated Health Professions Act. This report may result in the disclosure of confidential information to the healthcare provider's governing college.
4. As otherwise mandated or compelled by law including but not limited to a court order or other judicial process (for example, reporting requirements pertaining to certain communicable diseases and auditing activities as required by professional licensing bodies or health insurance providers).

Except for as stated above, your Personal Health and Personal Information will not be disclosed without obtaining your prior consent.

Can I access my information?

You have a right to access your Personal Health Information and your Personal Information and you have the right to have this information corrected. At any time, you also have a right to change or remove your consent for the Centre to collect or use your Personal Health Information and/or your Personal Information.

If you wish to access your Personal Health Information or Personal Information held by the Centre, please contact: the **Administrative Coordinator** of the Centre, **Patricia Marchitelli, 416.979.5000 extension 55-6652.**

How is my Personal Health Information and/or Personal Information Stored?

We have appropriate safeguards and security controls, as well as internal protocols to protect against unauthorized use or disclosure of personal information. These include locked file cabinets for paper files and encrypted electronic files that are located on computers that are password protected.

Accountability

The Centre, as part of Toronto Metropolitan University is responsible for all Personal Health Information and Personal Information gathered in the course of providing services to patients.

The designated contact person for the administration of this Statement is: **Medical Centre Administrative Coordinator, Patricia Marchitelli, 416.979.5000 extension 55-6652.**

If you are not satisfied completely with the response, you may contact the FIPPA Coordinator at Toronto Metropolitan University at (416) 979-5000 extension 55-6687.

If you would like to challenge our compliance with applicable legislation, please contact the Privacy Commissioner for Ontario at (800) 387-0073.

I have read and understand the above privacy statement.

Date: _____

Signature: _____

Print name: _____

Modified May, 2022