



PUBLIC NOTICE

IN ACCORDANCE WITH THE *PERSONAL HEALTH INFORMATION PROTECTION ACT, 2004*

Collection of your personal health information

Hôpital Montfort collects personal information about your health, whether that information is provided by you or a person acting in your interests. For example, we collect your name, date of birth, address, medical history, the history of your visits to Hôpital Montfort and the care you received during your visits. We occasionally collect your personal health information from other sources, provided that we have obtained your consent or if the *Act* permits us.

Use and disclosure of your personal health information

We use and disclose your personal health information for the following reasons:

- to treat and care for you
- to obtain payment for your care and treatment (Ontario Health Insurance Commission, Workplace Safety & Insurance Board, private insurance or other)
- to plan, administer and manage our activities
- to support our risk management and quality improvement activities
- to support research and teaching
- to comply with the requirements of the laws and regulations
- to meet other objectives permitted or required by the *Act*.

Your name and address may be sent to the Montfort Hospital Foundation in order to inform you of their activities and to allow you the opportunity to participate in their fundraising drives. You are entitled to ask that your name and address not be used for this purpose. Please be assured that the Foundation will at no time provide your information to other organizations.

Your rights

- You may ask for access to your personal health information record and ask to have it corrected.
- You may contact us to withdraw your consent for some of the above uses and disclosures (subject to legal exceptions).

Our commitment

- We take the necessary steps for protecting your personal health information, including against theft, loss and unauthorized access, copies, modifications, uses and disclosure.
- We conduct audits and investigations to ensure that we are protecting your personal information and your privacy.
- We collect only the information we need to do our work.

Contact us

If you have any questions about your personal health information, please call us at 613-746-4621, ext. 2999 or email us at info@privee@montfort.on.ca

You are entitled to file a complaint with the Information and Privacy Commissioner of Ontario if you feel your rights have been infringed:

Information and Privacy Commissioner of Ontario
2 Bloor St. E., Suite 1400
Toronto ON M4W 1A8
Telephone: (416) 326-3333 or 1 800 387-0073
Fax: (416) 325-7539
Web site: www.ipc.on.ca

Note:

Personal health information is defined as: identifying information about an individual in oral or recorded form, if the information:

- a) relates to the physical or mental health of the individual, including information that consists of the health history of the individual's family,
- b) 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,
- c) is a plan of service within the meaning of the Long-Term Care Act, 1994 for the individual,
- d) relates to payments or eligibility for health care in respect of the individual,
- e) relates to the donation by the individual of any body part or bodily substance of the individual or is derived from the testing or examination of any such body part or bodily substance,
- f) is the individual's health number, or
- g) identifies an individual's substitute decision-maker.

(Section 4 (1) of the *Personal Health Information Protection Act*, 2004)

Personal health information record: commonly called the medical record or clinical record