



<p>Team Name: Health Information Services</p> <p>Team Lead: Regional Privacy & Access Officer</p> <p>Approved by: VP - Corporate Services</p>	<p>Reference Number: ORG.1411.PL.501</p> <p>Program Area: Health Information Services</p> <p>Policy Section: Privacy & Access</p>
<p>Issue Date: January 9, 2017</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Collection of Personal Health Information</p>

POLICY SUBJECT:

Collection of Personal Health Information.

PURPOSE:

To ensure that Individuals are notified about what Personal Health Information including Demographic Information is being collected and why.

To ensure that Personal Health Information is collected in a manner that protects the Confidentiality, Privacy, Security and Integrity of that information in accordance with The Personal Health Information Act (“PHIA”).

BOARD POLICY REFERENCE:

Executive Limitation (EL-02) Treatment of Clients

POLICY:

1. Source of Personal Health Information - Personal Health Information shall be collected directly from the Individual the information is about unless:
 - the Individual has authorized another method of collection;
 - collection of information directly from the Individual could reasonably be expected to endanger the mental or physical health or safety of the Individual or another person;
 - collection of the information is in the interest of the Individual and time or circumstances do not permit collection directly from the Individual;
 - collection of the information directly from the Individual could reasonably be expected to result in inaccurate information being collect;
 - the information is collected for the purpose of:
 - compiling an accurate family or genetic Health Care history of the Individual;
 - determining or verifying the Individual’s eligibility to participate in a program of or receive a benefit or services from the Trustee or from the government, and is collected in the course of processing an application made by or on behalf of the Individual; or
 - another method of collection is authorized or required by a court order or an enactment of Manitoba or Canada.

2. Restrictions on collection - Collection of Personal Health Information shall be limited to the minimum amount reasonably necessary to accomplish the purpose for which it is collected. The type and amount of information collected is determined by the nature of the Health Care being provided and where applicable, the professional standards under which the Health Professional practices.
 - Collection Practices - A Trustee collecting Personal Health Information shall, before it is collected or as soon as possible afterwards, inform the Individual of the purpose for collecting the information and whom the information may be shared with.
 - Notice is done by posting a Notice of Collection Poster in a Health Care Facility or by posting a Notice of Collection Poster in a Community Office/Clinic. Please contact the Regional Privacy and Access Officer at 204-424-2320 for posters.
 - Notice of Collection Brochure is a secondary notice that you may choose to provide to individuals. Provincial brochures are located at http://www.gov.mb.ca/health/phia/docs/phia_guide.pdf or http://www.gov.mb.ca/health/phia/docs/phia_guide.fr.pdf.

Notification to an Individual need not be repeated as long as the Individual has recently been provided with this information and the collection relates to the same or a related purpose as originally identified.

DEFINITIONS:

ORG.1411.PL.502.SD.01 PHIA Definitions.

PROCEDURE:

1. Contents of poster/brochures and other materials for notification to individuals shall be approved by the Regional Privacy and Access Officer.
2. The Regional Privacy and Access Officer may designate appropriate locations for notifications.

SUPPORTING DOCUMENTS:

[ORG.1411.PL.502.SD.01](#) PHIA Definitions.

REFERENCES:

The Personal Health Information Act

The Personal Health Information Regulations