



<p>Team Name: Health Information Services</p> <p>Team Lead: Regional Manager Health Information Services</p> <p>Approved by: Vice President Corporate Services</p>	<p>Reference Number: ORG.1410.PL.203</p> <p>Program Area: Health Information Services</p> <p>Policy Section: Health Information</p>
<p>Issue Date: January 13, 2016</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Disposal of Confidential Material including Personal and Personal Health Information</p>

POLICY SUBJECT:

Disposal of Confidential Material, including Personal and Personal Health Information

PURPOSE:

To safeguard during the disposal process, confidential material that has met the applicable retention criteria and is eligible for disposal/destruction.

To establish a consistent process for the disposal/destruction of confidential material.

To dispose of or destroy Personal and Personal Health Information in accordance with *The Personal Health Information Act* (PHIA) and *The Freedom of Information and Protection of Privacy Act* (FIPPA).

BOARD POLICY REFERENCE:

Executive Limitation (EL-7) – Corporate Risk

POLICY:

- All confidential material shall be disposed of by supervised incineration, shredding or other approved method.
- Proper controls shall be developed and implemented in work units of all facilities, departments, divisions, programs, and services to segregate confidential material from non-confidential and other waste streams.
- The Regional Manager Physical Plant Services is responsible for the organizational process for pick up and disposal through incineration, shredding or other approved method of disposal of pre-sorted confidential material.
- All confidential material requiring disposal shall be stored, transported, shredded or incinerated in a secure manner.

DEFINITIONS:

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

[ORG.1411.PL.001.SD.01](#) FIPPA Definitions

PROCEDURE:

1. Staff in facilities, departments, divisions, services and programs shall process confidential material as follows:
 - 1.1. Pre-sort by placing in designated containers.
 - 1.2. Package securely for pick up and/or storage until incineration or shredding.
 - 1.3. Clearly identify and label as "Confidential Waste". Containers shall not be loaded to the point where the container may rip or tear or be unmanageable due to weight.
 - 1.4. Direct questions regarding confidential material segregation and/or identification to the offices of the Regional Manager Health information Services or the Regional Manager Physical Plant.
2. Arrange routine, scheduled pick up of confidential material by calling the applicable facility manager of the Physical Plant or designate.
3. Arrange unscheduled "as required" pick up of confidential material through the applicable facility manager of the Physical Plant or designate identifying name of contact person and volume of material. Pick up will normally be made within 48 hours.
4. Departments planning an annual or one time purging of confidential material and anticipating a large volume are asked to advise the applicable facility manager of the Physical Plant or designate with two weeks advance notice. This two-week time period allows staff to be assigned, workloads to be balanced and ensures the necessary containers and security are provided.
5. Confidential material shall be picked up in a locked cart where possible, transporting it to a secure area. Confidential material shall be kept under secure conditions after pick up and while awaiting incineration or shredding.

REFERENCES:

WRHA Disposal of Confidential Material, Including Personal Health Information, 10.40.090